

Commission on Peace Officer Standards and Training

Joint Meeting of POST Commission and Advisory Committee  
AGENDA

Palm Springs Riviera Hotel  
Date Grove Room  
1600 North Indian Avenue  
Palm Springs, California

October 13, 10 to 5 p. m. , 1977  
October 14, 9 to 3 p. m.

- A. Opening of Meeting - Introduction of Guests
- B. Approval of Minutes of July 29, 1977 Regular Commission Meeting Action
- C. Consent Calendar Action

- 1. Financial Report - 1st Quarter F. Y. 1977/78
- 2. Course Certification/Decertification/Modification Report

During the first quarter there were 22 certifications (3 were recertifications), 6 decertifications and 7 modifications.

- 3. Attorney General's Opinions

As requested by the Commission, informal opinions have been requested from the Attorney General on the subjects of:

- a. Cancellation of Professional Certificates.
- b. Latitude of Commission in determining compliance with its standards.
- c. The regulatory vs. service agency role of POST.
- d. Use of Basic Course Equivalency process.

- 4. Resolution of Appreciation

Recommend approval of the enclosed Resolution of Appreciation for Lieutenant Jerome Lance, Long Beach Police Department, for his more than five years on POST Advisory Committee as CAPTO representative.

- 5. Correspondence

Letters from several agencies requesting extension of reimbursement for the Basic Course from 10 to 12 weeks. Attached staff report recommends no action until January when reimbursement issues are normally considered.

- 6. Commission Policy & Procedures

Review of policy developed by Commission at last meeting.

Consent Calendar - cont.

7. County Personnel Administrators' Association of California

A request for membership on the Advisory Committee.

8. New C. A. P. T. O. Representative to Advisory Committee

CAPTO has nominated Dale Rickford, Captain, Antioch Police Department, to serve as its new representative.

D. Budget Review Committee Report

Action

Chairman Anthony will report on the August 18, 1977 Committee meeting. The six motions contained in the attached minutes will be presented to the Commission for approval.

E. Basic Course Completion Requirements

Action

Attached report concerns problem of agencies contesting failure of their recruits in Basic Course due to certain physical fitness requirements.

Note: This issue was discussed by the Advisory Committee and its Chairman will make a recommendation to the Commission.

F. Public Hearing

Action

Proposed amendment of Regulation Section 1005(a), Minimum Standards for Training - Basic Course.

After all testimony is heard, the hearing will adjourn.

Commission will act on the proposed amendment.

G. Basic Course Performance Test

Action

The attached Request for Proposal (RFP) has been prepared for submission to vendors interested in bidding for development of a test for the Basic Course.

Note: This issue was discussed by the Advisory Committee and its Chairman will make a recommendation to the Commission.

H. California Specialized Training Institute Committee Report

Information

Committee Chairman Sporrer will report on meeting of August 25, 1977 at C. S. T. I. and subsequent progress. Colonel Giuffrida and his staff will make a presentation to the Commission.

I. Cancellation of Certificates

This item was held over from last meeting awaiting an Attorney General's Opinion. Should the opinion not arrive in time, it is suggested it again be held over until the January meeting.

J. Driver Training Report

Information

A progress report, together with associated data, will be presented at the meeting.

K. Advisory Committee Report

Chairman will report on issues specifically assigned to the Committee by the Commission.

1. Guidelines for the Certification of Basic Academies
2. Criminal Justice Standards and Training Concept

Action

Action

L. Legislative Review Committee Report

Action

A member of this Committee and/or staff will report on legislation concerning the Commission.

M. Standards Validation Project Report

Information

N. Old/New Business

1. Reserve Training

Discussion of this item depends on the Governor's decision to sign or veto the legislation.

2. FPFC Conflict of Interest Code (Handout for Commissioners at meeting.)

O. Proposed Commission Meeting Schedule -- 1978

Action

P. Election of Officers for 1978

Action

Q. Adjournment

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

July 29, 1977  
Red Lion Inn, Sacramento

The meeting was called to order at 10 a. m. by Chairman Anthony.  
A quorum was present.

Commissioners present:

William J. Anthony	- Chairman
Brad Gates	- Commissioner
Robert F. Grogan	- Commissioner
Luella K. Holloway	- Commissioner
Jacob J. Jackson	- Commissioner
William B. Kolender	- Commissioner
Edwin R. McCauley	- Commissioner
Louis L. Sporrer	- Commissioner
Herbert E. Ellingwood	- Representative of the Attorney General

Commissioners excused:

Donald F. McIntyre  
Loren Enoch

Staff present:

William R. Garlington	- Executive Director
Glen E. Fine	- Bureau Chief, Special Projects
Bradley W. Koch	- Director, Standards and Training
Otto H. Saltenberger	- Director, Administration
Gerald E. Townsend	- Director, Executive Office
Harold L. Snow	- Special Assistant, Executive Office
George W. Williams	- Bureau Chief, Staff Services
Pat Noda	- Assistant Librarian
Imogene Kauffman	- Commission Secretary

Visitors:

Dorothy Baggett	- Cal State University, Long Beach
Jackie S. Baird	- Cal State University and Colleges, Long Beach
Rick Baratta	- General Manager, P.O.R.A.C.
Rod Blonien	- Executive Director, C.P.O.A.

Judge George Crawford  
James Chambers  
Doug Cunningham  
Ed Doonan  
Dennis Hendrickson  
Dave Hoffman  
Peter Jensen

Lewis Jones

Richard Klapp  
George Lotz  
Michael J. McCrystle  
Joe McKeown  
Walker Mahurin  
Martin J. Mayer  
Kevin Mulderrig  
Mike O'Kane  
C. A. Pantaleoni  
Jack Pearson  
Vern Renner

James Shannon  
Bob Thorburn  
John T. Voss  
Ralph Woodworth

- Retired, San Diego
- Chief of Police, Concord Police Dept.
- Executive Director, O. C. J. P.
- Sacramento Sheriff's Dept.
- University of California, Berkeley
- Academy of Defensive Driving
- Consultant, Assembly Criminal Justice Committee
- Captain, San Diego County Sheriff's Dept.
- Lieutenant, San Francisco Police Dept.
- Lieutenant, Sacramento Sheriff's Dept.
- FBI, Sacramento
- Los Medanos College and C. A. D. A. Rep.
- Academy of Defensive Driving
- League of California Cities
- Sacramento Police Dept.
- Sacramento Police Dept.
- Rio Hondo College and C. A. A. J. E., Rep.
- San Diego Police Dept., PORAC Rep.
- Director, Criminal Justice Resource System
- San Francisco Police Dept.
- Lieutenant, San Diego Police Dept.
- CHP Academy
- Chief Deputy, Riverside Sheriff's Dept.

A. Opening of Meeting

B. Approval of Minutes, May 27, 1977 Commission Meeting

MOTION - Gates, second - Ellingwood, carried unanimously for approval of the minutes of the May 27 Commission meeting.

C. Consent Calendar

MOTION - Grogan, second - Gates, carried unanimously for approval of the following Consent Calendar:

1. Financial Report - F. Y. 1976/77

The annual financial report for F. Y. 76/77 was presented.

Highlights of the report are:

Revenue: Revenue from traffic and criminal fines for F. Y. 76/77

totalled \$12,562,096.44 compared to \$11,810,650.77 for F. Y. 75/76, an increase of \$751,445.67 (+ 6.36%).

Reimbursements:

Reimbursements to cities, counties, and districts for F. Y. 76/77 totalled \$7,183,340.45 compared to \$6,728,243.89\* for the same period last year, an increase of \$455,096.56 (+6.76%)

A record number of claims were processed during F. Y. 76/77; 7,356 compared to 6,917 for F. Y. 75/76, an increase of +6.36%.

\* An additional \$757,669.34 was reimbursed during the F. Y. 76/77 for training which occurred in F. Y. 75/76, bringing reimbursements for F. Y. 75/76 to a total of \$7,485,913.23.

2. Yearly Contract Report

A Summary of contract and letters of agreement for F. Y. 76/77 was presented.

3. Report on Final Approval of F. Y. 77/78 Budget

The Joint Committee of the Legislature and the Governor approved without change the POST Budget as submitted by the Commission.

4. Course Certification/Decertification/Modification Report

Since the May 27 meeting, there have been eight new courses certified; five decertified, and one modified, as follows:

Courses Certified

- |    |   |   |
|----|---|---|
| a. | Techniques of Teaching Criminal Justice Role Training | - Santa Clara Valley Criminal Justice Training Center |
| b. | Baton Training Course                                 | - Cabrillo College                                    |

## Courses Certified - cont.

- c. Uniform Security Guard Baton Training - Palomar Community College
- d. P.C. 832 Arrest and Firearms - Palomar Community College
- e. Advanced Officer Course - Palomar Community College
- f. Basic Hostage Negotiation - CSU, San Jose
- g. Jailer School - Oakland, P.D.
- h. The Role of Management and Labor in Developing Contract Agreements - Humboldt State U.

Courses Decertified

- i. Field Training Officer Course - Santa Rosa Center
- j. Underwater Search and Recovery - Santa Rosa Center
- k. P.C. 832 Arrest and Firearms - Merritt College
- l. Basic Course - College of San Mateo
- m. Supervisory Course - College of San Mateo

Modified

- n. Techniques of Teaching Criminal Justice Role Training Programs - Academy of Justice, Riverside County

## 5. Proposed Regulation Change - 1005 (a)

POST Bulletin 74-16 contains provisions that should be set forth as regulations.

- Determination that peace officers enumerated in Section 832.3 P.C. must complete the Basic Course before exercising peace officer powers.
- Provision of exception for elected Chiefs and Sheriffs to allow them to comply with 832.3 P.C. by completing the Sheriff's Orientation Course.

- Establishment of a POST approved Field Training Program to provide temporary peace officer powers for recruit officers.
- A 90-day time limit for enrollment of recruit officers in the Basic Course.

Approve a public hearing for Regulation change at the October Commission meeting.

6. Correspondence Received

- a. Frank Emanuel, Chief of Police, Calipatria  
Re: Mandated training problems of small departments.
- b. cc: Commissioner McIntyre to Alex Pantaleoni
- c. Robert W. Taylor, Chief of Police, South Gate
- d. L. A. Grandy, President, Rio Hondo College
- e. Wm F. Martin, Chairman, Public Service Advisory  
Committee, Rio Hondo College
- f. Stan Anderson, Director, Santa Rosa Center, NCCJTES

Re: Out-of-District legislation issue.

D. Budget Review Committee Meeting

There was agreement that the Budget Review Committee of the Commission will convene August 18 at the Los Angeles International Airport,

E. California Specialized Training Institute

MOTION - Gates, second - Grogan, carried unanimously that an ad hoc committee be appointed to meet with C. S. T. I. Director to review the C. S. T. I. program and budget.

The Committee report will be presented to the Commission at the October meeting for further study.

The Chairman appointed the following committee:

C. S. T. I. Ad Hoc Committee

Louis Sporrer	- Chairman	Bob Grogan	- Member
Brad Gates	- Member	Jake Jackson	- Member
Herb Ellingwood	- Member	Kay Holloway	- Alternate



F. Instructional Cost Update

The staff report stated if developmental costs are not considered as part of the instructional fee, and the instructor does not possess unique qualities needed for particular expertise in an instructional area, e. g., Doctor of Medicine, the maximum rate of \$25 per hour for each hour of instruction is still valid and equitable in establishing tuition amounts.

The California State University and College System employs faculty at rates established system-wide by the Chancellor. Neither the system nor the Chancellor sets the rates for faculty members performing services outside the system.

MOTION - Gates, second - McCauley, carried unanimously for adoption of the staff recommendation to maintain the current maximum fee of \$25 an hour of instruction for each instructor.

G. California State University Foundation, Northridge - POST Management Course Contract

MOTION - Gates, second - McCauley, carried unanimously for approval of the following staff recommendation:

1. Authorize five contract presentations for F. Y. 77/78.  
Courses to be presented on:  
August 22, 1977  
October 17, 1977  
January 9, 1978  
March 6, 1978  
May 15, 1978
2. Each course costs not to exceed \$5,601.65. Total of five course costs not to exceed \$28,008.25.
3. Each course presentation contain 18 to 24 POST reimbursable students and a minimum of 100 POST reimbursable students will attend the five authorized presentations.
4. Funds not used be returned to the P. O. T. F.
5. At the conclusion of each course offering, an itemized statement of expenditures shall be submitted to POST before payment will be authorized.
6. That team teaching be defined as two instructors in the

classroom for actual teaching purposes and under conditions which the particular subject matter, material or format of instruction may require, which may include workshops, exercises, or panel discussions. No coordinator or observer shall be considered a teacher.

#### H. Legislative Update and Seminars

##### C. P. O. A. "New Laws Manual" and "Legislative Update Seminar" Contracts

The proposed contracts call for the following to be performed by C. P. O. A.:

- Development of a manual containing new laws relevant to law enforcement.
- Printing of 3,500 manuals for 3,000 course trainees and 500 law enforcement agencies. Additional manuals may be printed at C. P. O. A.'s expense for sale at cost.
- A copy of the manual to be issued to each trainee attending one of the 16 proposed seminars at the time the trainee registers for the course.

MOTION - Gates, second - Ellingwood, carried unanimously for adoption of the following two staff recommendations:

1. The Executive Director be authorized to negotiate a contract with C. P. O. A. to develop, print, and distribute 3,500 copies of the "New Laws Manual", in an amount not to exceed \$15,000, with payment based on receipts submitted.
2. The Executive Director be authorized to prepare a contract with C. P. O. A. for development and presentation of 16 one-day courses in Legislative Update Training. Final dollar amount of contract will be negotiated with the Standards and Training Division staff from guidelines expressed in Commission Procedure D-10, and not to exceed \$12,320.

I. POST Job Opportunities and P.O.R.A.C. Salary Survey

The advantages of combining two publications, POST's annual publication "Employment Opportunities in California" and PORAC's annual publication "Salary Survey", were considered. It was agreed they are similar in content, and law enforcement agencies would be inconvenienced less by being asked to complete only one questionnaire.

MOTION - Jackson, second - Kolender, motion carried, (Noes: Gates, McCauley, Grogan; Ellingwood absent at time of voting) that POST agree to collaborate with PORAC in the research and publication of an employment opportunities document.

Commissioners McCauley and Grogan requested that in order to insure duplication is prevented, similar publications by C.S.A.C. and the League of California Cities, which are public record, should be reviewed. Commissioner Sporrer requested that every effort be made to avoid duplication of requested information.

J. POST Data Processing System

MOTION - Sporrer, second - Ellingwood, carried unanimously to approve an inter-agency agreement with the Department of Justice for a Data Processing Feasibility Study. Estimated POST expenditure will be \$9,000 with a starting date during August 1977.

K. Basic Course Performance Objectives Testing

The need for a basic course test was discussed. Staff recommended it develop a Request for Proposal based on the Human Resources Research Organization (HumRRO) report.

MOTION - McCauley, second - Anthony, carried unanimously that a Request for Proposal (RFP) be presented to the Basic Course Consortium for review to make certain the scope of work is what everyone wants. If there is agreement, the R.F.P. will be considered at the October Commission meeting.

L. Driver Training Program for F. Y. 1977/78

MOTION - McCauley, second - Jackson, (motion later withdrawn for a substitute motion) for approval of the following staff recommendations:

1. Driver training shall be taught to each recruit in the Basic Course.
2. Driver training instructors shall assess the driving ability of recruits and report problem drivers to employing departments.
3. Authorize development of a Remedial Driving Course and allocate 500 training openings for F. Y. 77/78.
4. Phase out the use of the Advanced Officer Course for the presentation of regular driver training.
5. Authorize subvention of the cost to present driver training in the Basic Course not to exceed \$100 per trainee.

Walker Mahurin, Academy of Defensive Driving, made a presentation and responded to the Commission's questions on driver training.

SUBSTITUTE MOTION - Sporrer, second - McCauley, motion carried (No - Gates), to approve 500 slots for driver training to be presented by January 1, 1978, under the present program.

At the October Commission meeting a report will be submitted to the Commission as a response to the Senate Finance Committee's Resolution of May 1977. A discussion was held regarding use of the Advanced Officer format for driver training. The Chairman directed that the problem of Advanced Officer Courses being used for driver training should be addressed in the study.

MOTION - Gates, second - Ellingwood, carried unanimously that the practice of the use of the Advanced Officer Course for the presentation of regular driver training is to remain status quo until January 1, 1978, unless a different policy is adopted in October when the Senate Finance Committee Report is studied.

Judge George Crawford, who assisted in authoring the original POST enabling legislation, greeted the Commission and expressed pleasure of their accomplishments.

M. Revocation of Certificates

Chief George Tielsch, Chairman of the Advisory Committee, reported the Advisory Committee's position on the revocation procedure is certificates should be viewed as a level of achievement and, therefore, not revocable.

The Commission directed that the issue of revocation of POST certificates be deferred until an Attorney General's Opinion is obtained. The opinion is to address the legality of designating POST certificates for achievement only, thus not requiring revocation.

N. Legislative Review Committee Report

Commissioner Ellingwood, Chairman of the Legislative Review Committee, presented the report of the Committee and moved to approve the Committee's recommendations, as follows:

A.B. 1603: Police Licensing

MOTION - Committee Chairman, second - Gates, carried (Noes: Ellingwood, Jackson) for approval of the Committee's recommendation to oppose A.B. 1603, police licensing.

A.B. 1979: Probation Added to POST Commission

MOTION - Committee Chairman, second - Gates, carried (No - McCauley) for approval of the Committee's recommendation to oppose A.B. 1979.

A.B. 1657: Speeding Violations - Bail by Mail

MOTION - Committee Chairman, second - McCauley, carried unanimously for approval of the Committee's recommendation to oppose A.B. 1657 unless amended to insure there is no detrimental impact on the P.O.T.F. or traffic safety.

Attorney General's Request for Technical Speciality Certification Program for Polygraph Examiners

MOTION - Committee Chairman, second - Gates, carried (Ellingwood - No) for approval of the Committee's recommendation to oppose S.B. 236, the Polygraph Examiners' Act, and to deny the request for establishment of a Polygraph Certificate Program.

Legislation - cont.

A.B. 641: Reserve Officer Training Standards

The Legislative Review Committee did not present a recommendation. Following discussion of the amendment of the bill deleting the previous gun provisions, the following motion was made:

MOTION - Gates, second - Anthony, that the Commission oppose A.B. 641 unless the gun portion of the bill is amended back to the bill's original form.

Peter Jensen addressed the Commission to clarify the Legislature's position on the concealed weapons provisions.

Jack Pearson addressed the Commission on behalf of PORAC in support of the bill.

Further discussion followed; the motion was withdrawn, and an alternative motion made:

SUSTITUTE MOTION - Ellingwood, second - Sporrer, motion carried (Noes: Jackson and Kolender) that the Commission take the following action:

1. Ask the author to return the bill to its original form;
2. If he fails to do so, ask for a continuance of the hearing to be set aside until the Commission has an opportunity to get back to the Problem Solving Consortium who drafted the bill;
3. Failing that, the Commission should oppose the bill on the basis of the fact the Commission is not agreed upon the full process.

Legislative Counsel's Opinion on POST Testing

In response to a question posed by the Assembly Criminal Justice Committee:

"May the Commission on POST examine, in lieu of requiring course attendance for training requirements mandated by statute?",

the Legislative Counsel of California replied:

"The Commission may not examine in lieu of requiring course attendance for compliance with such training standards."

It was directed that an Attorney General's Opinion be sought

Legislation - cont.

on the question:

Is the current practice of the Commission of evaluation of already achieved basic training within the scope of the Commission's authority?

S.B. 781: Composition of POST Commission

Consensus: Continued opposition.

Assembly Subcommittee on Law Enforcement Specialized Training

Peter Jensen, Assembly Criminal Justice Committee Consultant, stated, at the request of Assembly Speaker McCarthy, a Subcommittee of the A.C.J.C. was appointed to study what role the State might play in providing independent funding for specialized training, i.e., S.W.A.T. teams, hostage negotiation teams, and search and rescue training. The Chairman directed that the Executive Director appoint a member of POST staff to attend two hearings scheduled in September. The person will serve as a resource person only, to provide information on the state of the art on present funding resources, etc., but will not respond as to positions or attitudes of the Commission in this regard.

O. Advisory Committee Report

Advisory Committee Chairman, George Tielsch, stated there was no further report from the Committee other than as presented in the Minutes of the June 16-17, 1977 meeting.

P. Selection Standards Validation Project Report

Commissioner Grogan, Chairman of the Standards Validation Committee, reported inasmuch as there has been no definite word from L. E. A. A. on the grant proposal, the Committee has not met. If there is no approval received from Washington, D. C. prior to the October Commission meeting, a Committee meeting will be called and a recommendation formulated to continue the program or some modification of it. The statewide job analysis project will be continued in the meantime.

Q. Criminal Justice Commission Concept Discussion  
Department of Finance Staff Study Follow-up

In a recent evaluation of the POST program, conducted by the Department of Finance Program Audit Division, Item 17 of the evaluation stated, in part,

". . . it was the conclusion of the review team that expansion of

Criminal Justice Commission Concept - cont.

POST's efforts to all segments of the criminal justice system, both state and local, should be investigated further."

The Commission felt this to be an issue of importance and directed staff to solicit a response from involved agencies and prepare a report.

MOTION - Grogan, second - Gates, carried unanimously the study be referred to the Advisory Committee for input. A special session of the Commission may be scheduled for further deliberations following the October Commission meeting.

R. Old/New Business

1. Attorney General Opinion on P. C. Section 13523

In response to the request for clarification of P. C. Section 13523, it was stated in an informal Attorney General Opinion:

"... it is concluded that the current reimbursement practice of the POST Commission from the P. O. T. F. under P. C. Section 13523 is consistent with the language of that provision requiring that the Commission 'grant aid only on a basis that is equally proportionate among cities, counties, and cities and counties'."

2. Attorney General Opinion Request

Commissioner Jackson requested an opinion be sought asking, "Is the Commission going beyond its authority if it reimburses any city or county showing any degree of non-adherence to POST standards?" The Chairman directed staff to obtain the opinion as requested.

3. Contract: Tom Anderson - Executive Development Course

MOTION - Gates, second - Ellingwood, carried unanimously for approval of the contract to Tom Anderson to continue presentations of the Executive Development Course. Provisions of the contract provide for four 80-hour presentations for a total cost not to exceed \$31,945 for F. Y. 77/78.

4. Board of Corrections Study

Doug Cunningham, Executive Director of O. C. J. P., addressed the Commission to state O. C. J. P. desires to provide the Board of Corrections a minimum of \$75,000 which would be used to contract



## Board of Corrections Study - cont.

with POST for a study of Corrections standards and training.

MOTION - Kolender, second - Jackson, motion carried (Ellingwood abstaining), to disapprove the staff recommendation for an inter-agency agreement with the Board of Corrections to conduct a study of Correction's standards and training.

5. Attorney General Opinion Request Re. Regulatory v. Service Status of POST

Commissioner Jackson requested an opinion be sought asking the Attorney General what is the legal status of the POST Commission as a regulatory agency v. a service agency. The Chairman directed staff to obtain the opinion as requested.

S. Future Commission Meeting Schedule

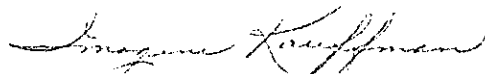
MOTION - Grogan, second - Kolender, carried unanimously that future Commission meetings will be conducted on a two-day basis. The 1978 meeting schedule will be on a quarterly basis. The 1978 schedule will be presented for approval at the October meeting.

Commission meetings scheduled for the remaining of 1977 are:

Budget Review Committee	- August 18, Los Angeles
Regular Commission Meeting	- October 13-14, Palm Springs
Joint with POST Advisory Committee	
C. S. T. I. Committee Meeting	- August 25, San Luis Obispo

T. Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 4:15 p. m.

  
Imogene Kauffman  
Commission Secretary

Consent Calendar, Item 1., Financial Report - 1st Quarter, .  
F.Y. 1977/78, will be a handout at the meeting.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title Financial Report - First Quarter 1977-78 F.Y.		Meeting Date October 13-14, 1977
Division Administration	Division Director Approval O. H. Saltenberger	Researched By
Executive Director Approval W. R. G. [Signature]	Date of Approval 10-12-77	Date of Report
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page \_\_\_\_\_).

This report covers the First Quarter of the 1977-78 Fiscal Year, July 1 through September 30, 1977, showing revenue for the Peace Officers' Training Fund and expenditures made from the Fund for administrative costs and for reimbursements for training costs to cities, counties, and districts in California. Detailed information is included showing a breakdown of training costs by category of expense, i.e., subsistence, travel, tuition and salary of the trainee (Schedule I). Also included is a quarterly summary of reimbursement (Schedule II) made from the Peace Officers' Training Fund providing detailed information on:

Reimbursements made for each course category of training,  
Number of Trainees,  
Cost per trainee,  
Hours of training.

### REVENUE

Revenue from traffic and criminal fines for the first three months of the 1977-78 Fiscal Year totalled \$3,047,625.22 compared to \$3,073,985.38 for the corresponding quarter in 1976-77, a decrease of \$26,360.16 (8/10 of one %). See Page 3 showing detail of revenue by month.

### REIMBURSEMENTS

Reimbursements to cities, counties, and districts for the first three months of the 1977-78 Fiscal Year totalled \$1,129,124.39 compared to \$387,680.98 for the corresponding period 1976-77 Fiscal Year, an increase of \$741,443.41 (+191.25%). { Salary reimbursement for Job Specific training amounts to \$61,224. (See Schedule I) }

A total of \$1,005,484.37 was reimbursed during the first three months of the 1977-78 Fiscal Year for training occurring in the 1976-77 Fiscal Year. This increases the amount of reimbursement paid for 1976-77 Fiscal Year training to a total of \$8,188,824.82.

76/77 Reimbursement as of 6/30/77 F.Y.	\$7,183,340.45
76/77 Training paid in 77/78 F.Y.	1,005,484.37
	<hr/>
	\$8,188,824.82

Utilize reverse side if needed

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## PEACE OFFICER TRAINING FUND

### ANALYSIS OF CHANGE IN ACCUMULATED SURPLUS

Accumulated Reserve July 1, 1977		\$4,239,549.88	
Revenue July 1, 1977 through September 30, 1977		3,047,625.22	
Total Resources			\$7,287,175.10
<u>Expenditures</u>			
Administrative Costs		546,389.64	
Aid to Local Governments			
Reimbursement for training claims received	\$1,129,124.39		
Contractual Services	<u>17,361.42</u>		
Total Aid to Local Governments		<u>1,146,485.81</u>	
Local Expenditures			<u>1,692,875.45</u>
Unadjusted Accumulated Surplus September 30, 1977			\$5,594,299.65
Less: Understatement of Aid to Local Government Payments on June 30, 1977 (FY 76-77 training reimbursement)			<u>359,654.80</u>
Adjusted Accumulated Surplus September 30, 1977			<u>\$5,234,644.85</u>

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

STATEMENT OF REVENUE

<u>Month</u>	<u>Traffic</u>	<u>Criminal</u>	<u>Total</u>
July	\$ 803,796.61	\$ 398,797.60	\$1,202,594.21
August	688,023.62	262,567.16	950,590.78
September	<u>565,675.18</u>	<u>328,765.05</u>	<u>894,440.23</u>
Total	<u>\$2,057,495.41</u>	<u>\$ 990,129.81</u>	<u>\$3,047,625.22</u>

REIMBURSEMENTS - BY MONTH		Commission On Peace Officer Standards and Training Administration Division - Claims Audit Section		
MONTH	1975-76	1976-77	1977-78	TOTAL
July	\$	\$ 619,777.02	\$ 18,860.85	\$ 638,637.87
August		239,379.12	565,917.81	805,326.93
September		147,609.51	554,698.11	702,307.62
October				
November				
December				
January				
February				
March				
April				
May				
June				
Total Before Adjustments	\$	\$ 1,006,765.65	\$ 1,139,506.77	\$ 2,146,272.42
Adjustments on Prior Reimb.		(-) 1,281.28	(-) 6,808.31	(-) 8,089.59
Audit Adjustments by Controller			(-) 3,574.07	(-) 3,574.07
Total After Adjustments	\$	\$ 1,005,484.37	\$ 1,129,124.39	\$ 2,134,608.76

REIMBURSEMENT BY CATEGORY OF EXPENSE  
FOR TRAINING TO DATE FOR 77-78 FISCAL YEAR

MONTH September

COURSE

		Subsistence	%	Travel	%	Tuition	%	Salary	%	TOTAL	%
BASIC	Total this Month	33,073.59		2,852.12				239,690.11		275,615.82	
	Previous Months	43,785.81		12,372.55				384,449.26		440,607.62	
	Total to Date	76,859.40	11	15,224.67	02			624,139.37	87	716,223.44	53
ADVANCED OFFICER	Total this Month	6,513.56		2,115.00				92,596.00		101,224.56	
	Previous Months	586.24		747.86				47,894.37		49,228.47	
	Total to Date	7,099.80	05	2,862.86	02			140,490.37	93	150,453.03	13
SUPERVISORY COURSE	Total this Month	634.50		1,626.70				30,159.89		32,421.09	
	Previous Months	1,807.41		919.60				5,867.74		8,594.75	
	Total to Date	2,441.91	06	2,546.30	06			36,027.63	88	41,015.84	04
MIDDLE MANAGEMENT COURSE	Total this Month	2,224.80		414.60		1,820.00		3,234.84		7,694.24	
	Previous Months										
	Total to Date	2,224.80	29	414.60	05	1,820.00	24	3,234.84	42	7,694.24	0
EXECUTIVE DEVELOPMENT COURSE	Total this Month										
	Previous Months										
	Total to Date										
JOB SPECIFIC COURSES	Total this Month	19,202.71		4,699.46		7,952.00		37,917.62		69,771.79	
	Previous Months	11,188.97		2,847.35		4,060.00		23,307.12		41,403.44	
	Total to Date	30,391.68	27	7,546.81	07	12,012.00	11	61,224.74	55	111,175.23	10
TECHNICAL/SPECIAL COURSES	Total this Month	25,456.96		10,807.65		31,706.00				67,970.61	
	Previous Months	17,117.33		8,572.55		19,284.50				44,974.38	
	Total to Date	42,574.29	38	19,380.20	17	50,990.50	45			112,944.99	10
TOTAL FOR MONTH		87,106.12		22,515.53		41,478.00		403,598.46		554,698.11	
TOTAL FOR PREVIOUS MONTHS		74,485.76		25,459.91		23,344.50		461,518.49		584,803.66	
GRAND TOTAL TO DATE		161,591.88	14	47,975.44	04	64,822.50	06	865,116.95	76	1,139,505.77	100

\$1,139,506.77 + Net Audit Adjustment (-) \$10,382.38 = \$1,129,124.39 Net total Reimbursed.

## DISTRIBUTION OF REIMBURSEMENT

During the first three months of the 1977-78 Fiscal Year, \$1,129,124.39 was reimbursed for training. Of this amount \$915,386.55 (80%) was reimbursed for mandated training and \$224,120.22 (20%) was reimbursed for training in Job Specific Courses and Technical Courses, the difference of (-) \$10,382.38 is for adjustments to prior reimbursement payments.

Basic	\$ 716,223.44	63%
Advanced Officer	150,453.03	13%
Supervisory Course	41,015.84	4%
Management Course	7,694.24	0%
Job Specific Courses	111,175.23	10%
Technical Courses	112,944.99	10%
Subtotal	<u>\$1,139,506.77</u>	100%
Adjustments	<u>(-) 10,382.38</u>	
Total	<u><u>\$1,129,124.39</u></u>	

### PERCENT COMPARISON

The following chart shows a percent comparison of reimbursement and training between the First Quarter 1977-78 Fiscal Year and the First Quarter 1976-77 Fiscal Year:

#### MANDATED TRAINING

COURSES	REIMBURSEMENTS			NUMBER OF TRAINEES		
	1977-78	1976-77	% of Change	1977-78	1976-77	% of Change
Basic	716,223.44	163,469.92	+ 338	399	89	+ 348
Advanced Officer	150,453.03	70,238.05	+ 114	871	408	+ 113
Supervisory	41,015.84	808.56	+ 4,972	69	2	+ 3,350
Management	7,694.24	25,106.62	(-) 69	7	37	(-) 81
TOTAL MANDATED COURSES	\$ 915,386.55	\$259,623.15	+ 252	1,346	536	+ 151

#### TECHNICAL TRAINING

Job Specific	111,175.23	--		191	--	
Technical Courses and Seminars	112,944.99	145,256.33		551	704	
TOTAL TECHNICAL TRAINING	\$ 224,120.22	\$145,256.33	+ 54	742	704	+ 5
Net Adjustments	<u>(-) 10,382.38</u>	<u>(-) 17,198.50</u>	--	---	---	--
GRAND TOTAL	<u><u>\$1,129,124.39</u></u>	<u><u>\$397,680.98</u></u>	+ 191	<u><u>2,088</u></u>	<u><u>1,240</u></u>	+ 68



SCHEDULE II - QUARTERLY SUMMARY OF  
REIMBURSEMENT BY COURSE CATEGORY,  
WILL BE MAILED UNDER SEPARATE COVER.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title		Meeting Date
Course Certification/Modification/Decertification Report		October 13-14, 1977
Division	Division Director Approval	Researched By
Standards and Training	<i>Brad Koch</i> <i>BC</i>	Bradley W. Koch
Executive Director Approval	Date of Approval	Date of Report
<i>W. R. Garlington</i>	<i>Sept. 22, 1977</i>	September 16, 1977
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page \_\_\_\_\_).

The following courses have been certified, recertified, modified or decertified since the July 29, 1977, Commission Meeting:

CERTIFIED

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Team Building Workshop	Melvin J. Le Baron	Management	III	\$ 3,872

Summary:

The 24-hour intensive format workshops are designed for in-house presentations using a retreat setting. The objectives are to improve an organization's problem finding, assessment and solving process. Each Team Building Workshop will be specifically designed to meet the existing needs of the department being served.

Course Title	Presenter	Course Category	Reimbursement Plan	Fiscal Impact
Internal Affairs Investigation Procedures	CSU, San Jose	Technical	I	\$ 6,639

Summary:

The proposed course is designed to provide the knowledge required to conduct Internal Affairs Investigations. Included are updated laws, court decisions concerning personnel rules, and the Peace Officers' Bill of Rights. Tuition costs and expenses are favorably comparable with the only other certified course at California State University, Long Beach. The training needs assessment reflects 140 potential Northern California students. The proposed course is a three-day (24-hour) course that will accommodate 20 students for each presentation. The first presentation's tuition will be \$96 per student with tuition of \$78 for subsequent presentations. Certification of this course should reduce per diem and travel costs.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Managing Performance Objective Training	Metcalf-Moore Associates	Technical	III	\$12,900

Summary:

This certification replaces the 22-hour California State Polytechnic University, Pomona (Rossi-Moore Associates) course approved April 11, 1977. The course has been shortened but improved by using instructors from basic academies who have already started performance objective training. The last presentation under the previous certification, using the 17-hour format, proved to be successful.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Homicide Investigations Course	DOJ-Advanced Training Center	Technical	II	\$17,168

Summary:

Request is based on mutual agreement that courses would be funded from present DOJ Narcotic Course contract with POST. Course is within cost of present contract and will have an added impact on the POTF due to salary inclusions. Course is designed for individuals who are assigned to the homicide investigation function, but who have little or no training. Course can be classified as a basic course in homicide investigation. Homicide investigations have always been crucial and the proper conduct of these types of investigation has not always been possible due to several factors, proper training for one. In those agencies which would be utilizing this course, homicide investigation is a high priority item because most of the students will be sheriff's deputies and police officers from the smaller, rural agencies, and it is the smaller agencies which have the greatest need for this type of training. Training need assessment shows the need for homicide investigation training to be very high. Sheriff's indicated this training as No. 1, and it showed up for cities to be No. 5.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Management	NCCJTES, Santa Rosa Center	Technical	IV	\$ 5,125

Summary:

Jail Management Training is mandatory (California Minimum Jail Standards, Section 1021) for all managerial custodial personnel in a Type II or Type III custodial facility. Only one course is presently certified and that is in Southern California. A need for a course in Northern California has been identified and justified. The proposed 40-hour course addresses the needs of medium and small, as well as the larger sized detention facilities. The course will emphasize the jail, its operations, its personnel and its management as a critical component of the administration of justice system. The maximum number of students will be 25 in a live-in condition to increase maximum student participation and interaction. The 40-hour course will cost POST approximately \$445 per student for travel, per diem and 60% of salary.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Emergency Care & Cardiopulmonary Resuscitation Instructors Course	Santa Clara Valley Criminal Justice Training Center	Technical	IV	\$ 1,400

Summary:

Emergency Care-Cardiopulmonary Resuscitation (CPR) courses are mandatory for all field officers. The Santa Clara Valley Training officers have experienced a need for an instruction course. The 80-hour course will cost POST approximately \$70 for each of the 20 students. Generally, the commuter allowance for travel and lunch will be sufficient for the potential students.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Crisis Intervention	Law Enforcement Training & Research Assoc.	Technical	III	\$15,544

Summary:

The proposed Crisis Intervention Course is designed to familiarize potential Crisis Intervention Instructors to the "how to" concept of handling disputes. The course will consist of 32 hours (4 eight-hour days). The Training Needs Assessment survey indicates 3,008 potential students and ranks the Crisis Intervention Course as tenth in statewide priority for the skills and knowledge category. The tuition per student is \$161, with an estimated overall cost of \$289 per student. After the three familiarization presentations, it is anticipated that the course will be replaced by an instructor's course that will allow local jurisdictions to train their own field personnel. LETRA, the presenter, has trained instructors for several police agencies in the past.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Spanish for Peace Officers	BI Language Services	Technical	III	\$28,800

Summary:

The course is designed to develop the officers ability to carry on a basic conversation in Spanish. Instruction will be as a group but will also be directed at individual proficiency. Grammar is not emphasized except indirectly. The course will be taught at local police/sheriff's stations on request by the agency. Personnel, who are competent trainers, will be selected so that the language capability is spread to other department members. Course format provides for a minimum of 10 hours of instruction for 10 weeks.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Vice Investigation	CSU, San Jose	Technical	III	\$12,004

Summary:

The proposed one week (40-hour) course is geared to the experienced officer who will be engaged in vice control and investigation. The potential students number 442 statewide and 147 in the Northern California training zones I-VI. The proposed course will be limited to 20 participants, with first time tuition of \$158 and \$128 for subsequent presentations. Travel and subsistence costs are estimated at \$158 per student. The Vice Investigation Course's statewide ranking is 20 for job specific courses. The Los Angeles Police Department offers the only other Vice Investigation Course in the state. The proposed course is a "how to" handle various vice investigation and conditions.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Records Officer Course	Los Medanos College	Technical	II	\$26,656

Summary:

This course was developed to meet the needs of law enforcement agencies in the Bay Area. It is a forty-hour, five-day course designed to provide personnel assigned to the records function with the minimum skills necessary to perform the job of records officer. Seventy personnel will be trained at an average cost of \$381 per student for travel, per diem and 60% salary reimbursement. No tuition is involved. Total cost to POST for certification of this course is estimated to be \$26,656 with a per presentation cost of \$13,328. This cost estimate is below the cost of a similar course because of savings anticipated in travel and per diem. Although this subject was not considered when the Training Needs Assessment document was developed, requests for this type of training have and are being received by staff. The need is also supported by a request from the California Law Enforcement Association of Records Supervisors. It is projected that 120 records personnel are in need of this training.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Complaint Dispatcher	Los Medanos College	Technical	II	\$26,656

Summary:

This course was developed to meet the needs and requests of law enforcement agencies in the Bay Area. This forty-hour, five-day course is designed to provide dispatcher personnel with the minimum skills necessary to perform the job of dispatcher. Seventy personnel will be trained at an average cost of \$381 per student including travel, per diem and salary reimbursement. No tuition is involved. Total cost to POST for certification of this course is estimated to be \$26,656 with a per presentation cost of \$13,328. This estimate is below the cost of a similar job specific course because of savings anticipated in travel and per diem. The Training Needs Assessment document indicates this is a priority one need in Zone III and 128 potential trainees are available for the course.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Investigation of Violent Crimes	CSTI	Technical	II	\$77,600

Summary:

A job-specific course in investigation of violent crimes. Fifteen hours of the presentation will involve hands on practical exercises in evidence gathering, documentation, crime scene investigation, laboratory techniques, and testimony. Approximately 160 officers on a statewide basis will be trained. The Training Needs Assessment shows that the job function covered reached 4th, 5th, 6th (Priority 1) and 19th (Priority 2) and 2,191 officers required training in this area.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Team Building Workshop	Tom Anderson	Technical	III	\$18,816

Summary:

Under newly adopted guidelines for Team Building Workshops, the presenter and the POST area Standards and Training consultant are required to conduct an on-sight evaluation of an agency to determine if a Team Building Workshop is justified. Following actual presentation of the workshop, the presenter and POST area Standards and Training consultant are required to make a follow-up visit at the agency to review what was accomplished. Although actual duration of the workshop is 24 hours (presented in three successive eight-hour days), the pre and post visits add an additional 16 hours making a total of 40 hours. The Team Building Workshop is designed to improve an organization's ability, assess and solve problems and to participate in the organizational renewal process. Each workshop will be specifically structured to meet the existing needs of a department. This will entail considerable pre-planning for the coordinator. It is anticipated that six agencies will be served by certification of this course, and the cost per trainee will be \$146. The Training Needs Assessment has this course ranked 8 under Management Training Skills and indicates 166 trainees are available for this training.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
International Terrorism Sem.	CSTI	Executive Seminar	IV	\$20,000

Summary:

This seminar will bring together internal security representatives of a number of foreign countries faced with reoccurring terrorist activities to present current estimates, techniques and counter-measures.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Advanced Officer Course	CJRS	Advanced Officer	II	\$64,872

Summary:

The Criminal Justice Education and Training Resource System (CJRS) will coordinate Advanced Officer training efforts, identify needs and use available POST certified institutions when possible. There will be approximately 2,110 officers available for training under this certification. Certification will be for a variable format of 20-40 hours. The training needs assessment indicates there are 2,110 officers in the immediate training area. Certification will reduce the cost of travel and per diem to POST, since officers will be trained in their general area.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Advanced Latent Fingerprint School	DOJ-Advanced Training Center	Technical	IV	\$16,800

Summary:

Course is designed to upgrade proficiency standards of agency personnel involved in the examination, comparison and identification of latent impressions collected at crime scenes. Training will teach students techniques which are compatible with techniques which are used by latent print experts at DOJ. Agency personnel who are involved in this function, through their association, have requested DOJ to develop course.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Operations	San Joaquin Co. Sheriff's Department	Technical	N/A	N/A

Summary:

A recent Federal Employment Program (CETA) grant will provide the department with ten to sixteen additional security officer trainees. To comply with State Regulations, this comprehensive sixty-four, eight-day course is designed to satisfy the requirements of minimum jail standards, first aid, CPR training, and chemical agent training. The certification will be limited to this one presentation. No reimbursement or expenses are requested. Certification of this course will serve an urgent need for training in the San Joaquin County Sheriff's Department.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Search and Rescue Mngt.	Office of Emergency Services	Technical	IV	\$ 5,725

Summary:

All 58 sheriff's departments will send two sworn officers to one of the four scheduled seminars. Seminars are to be attended by individuals who either direct search and rescue operations or are required to train persons who participate in search and rescue operations. This topic did not show up in the training needs assessment as a priority item; however, to those agencies involved in search and rescue operations, this training is a must. The training consists of identifying and introducing trainees to resources available to them for successful search and rescue mission. Resources and how to obtain assistance are among the primary objectives in this course.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Supervisory Course	Orange Co. Sheriff's Department	Supervisory	II	\$136,000

Summary:

Course is 80 hours in length, intensive format. Approximately 160 officers to be trained per year at a cost of about \$800 per officer. Supervisory Course will be taught in the Performance Objective format. There are no other Supervisory Courses in the area utilizing performance objectives.

RECERTIFICATION

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Crime & Crisis Management in the Schools	CSTI	Technical	IV	\$16,000

Summary:

Recertification of existing course. CEI's and staff audits give the course an acceptable rating and measures have been taken to improve it. Approximately 80 officers will be trained on a statewide basis in the course of the planned presentations. The subject is not specifically identified in the Training Needs Assessment but impinges on a number of skills and knowledge. The course will be presented in the one-week, 47 hours CSTI format and as part of the POST/CSTI 1977/1978 interagency agreement.



<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Political Violence & Terrorism	CSTI	Technical	IV	\$50,000

Summary:

Recertification of existing course. CEI's and staff audits give the course a highly satisfactory rating. Approximately 250 middle-level officers will be trained on a statewide basis in the course of the planned presentations. The skills and knowledge area covered is a Priority 2 on the Training Needs Assessment. The course will be presented in the one-week, 47 hours CSTI format and as part of the POST/CSTI 1977/1978 interagency agreement.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Executive Development Seminar	CSTI	Executive Seminar	IV	\$18,500

Summary:

This course is an Executive Development Seminar subtitled, Political Violence and Terrorism. Recertification of existing course. CEI's and staff audits give the course a satisfactory rating.

MODIFICATIONS

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Training Managers Course	Golden Gate University	Technical	I	\$27,024

Summary:

This course was certified on January 24, 1975. Since that time, there have been seven presentations. Course critique has been consistently outstanding. Costs have continued to escalate and it appears a budget increase is justified. (Tuition increase from \$325 to \$338)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Program Management Institute	Calif. State Polytechnic Univ., Pomona	Technical	III	\$45,044

Summary:

This course was certified on June 16, 1974. The last budget increase was on August 1, 1975. Costs have increased in printing and reproduction; instructors' travel, instructors' and coordinators' per diem costs and training site expenses. A budget increase appears justified. (Tuition increase from \$153 to \$161)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Research and Planning	Calif. State Polytechnic Univ., Pomona	Technical	I	\$37,974

Summary:

This course was certified on January 24, 1974. The last budget increase was August 1, 1975. Costs have increased in printing and reproduction, instructors' travel, instructors' and coordinators' per diem costs and training expenses. A budget increase appears justified. The course title Research and Planning better describes the course objectives in place of Research and Development, previously used. (Tuition increase from \$130 to \$139)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Management	Calif. State Polytechnic Univ., Pomona	Technical	III	\$42,903

Summary:

This course was certified on September 15, 1972. The last budget increase was August 1, 1975. Due to a reworking of the budget to comply with POST Regulations, the tuition has been decreased. (Tuition decrease from \$135 to \$132)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Crime Prevention Institute	Loss Prevention Inc.	Technical	I	\$30,808.96

Summary:

This course was certified on January 22, 1976. Since that date, there have been five presentations. Costs have continued to escalate and it appears a budget increase is justified. This course has had very high critiques. (Tuition increase from \$214.40 to \$256.14)

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Advanced Officer	Los Angeles Co. Sheriff's Department	Advanced Officer	II	\$287,539

Summary:

The Los Angeles County Sheriff's Department has been approved in the past to present Advanced Officer Courses up to 120 hours in length. The 120 hour course is a 3-week refresher for personnel reassigned from a jail assignment to patrol. At times several other advanced officer courses will exceed 40 hours. This will bring the certification in line with actual POST approved practices.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Advanced Accident Investigation	Los Angeles Police Department	Technical	IV	\$37,432

Summary:

Effective July 1, 1977, several technical courses will be changed from Plan IV to Plan II. The above course has been reviewed and should be included as a Plan II course, consistent with other Traffic Accident Investigation Courses.

DECERTIFICATIONS

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Managing Performance Objective Training	Rossi-Moore Associates	Technical	III	None

Summary:

Considerable revision of this course was necessary after the first two presentations, April 21-23, 1977 and May 19-21, 1977. The revisions made a new course necessary. A new course was certified to Metcalf-Moore Associates on September 1, 1977. The new course replaces this course.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
School Resource Officer Institute	Academy of Justice, Riverside	Technical	III	None

Summary:

This course was first certified on June 14, 1973 for one year, during which time it was presented three times. Continued certification was requested in November 1974, and was granted by Commission action for a two-year period beginning in January 1975. There were no course presentations during the two-year period. The presenter has requested that the course be decertified at this time.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Middle Management Course	UC Extension, Santa Cruz	Management	I	None

Summary:

By mutual agreement between POST and the UC, Santa Cruz Extension, the Middle Management Course should be decertified due to insufficient student body.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Fire Investigator I	Calif. Fire Serv. Academy	Technical	III	None

Summary:

The course is rarely attended by law enforcement personnel.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Fire Investigator II	Calif. Fire Serv. Academy	Technical	III	None

Summary:

The course is rarely attended by law enforcement personnel.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Fire Investigator III	Calif. Fire Serv. Academy	Technical	III	None

Summary:

The course is rarely attended by law enforcement personnel.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET			
Agenda Item Title <b>Opinions from the Attorney General</b>		Meeting Date <b>October 13-14, 1977</b>	
Division <b>Executive Office</b>	Division Director Approval	Researched By	
Executive Director Approval <i>W. B. Sealing</i>	Date of Approval <b>9-19-77</b>	Date of Report <b>9-19-77</b>	
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes <input type="checkbox"/> (See Analysis per details) No <input type="checkbox"/>			
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page ____).			

At the July Commission Meeting, staff was directed to obtain informal opinions from the Attorney General.

Attached are copies of requests for answers to four questions related to:

1. Cancellation of Professional Certificates
2. Latitude of Commission in determining compliance with its standards.
3. The regulatory vs. service agency role of POST.
4. The use of Basic Course Equivalence process.

It is doubtful replies will be forthcoming prior to the Commission meeting. They will be mailed to Commissioners on an individual basis as they are received.

# Memorandum

To : Robert L. Mukai  
Deputy Attorney General  
Attorney General's Office

Date : August 24, 1977

GEORGE W. WILLIAMS, Chief *GW*  
Staff Services Bureau  
From : Commission on Peace Officer Standards and Training  
Administration Division

Subject: REQUEST FOR LEGAL ASSISTANCE

## Issue --Cancellation of Professional Certificates

### Background

The Commission's Regulations and Procedures (Attachment A and B) provide that the Commission shall have the powers to cancel certificates when a certificate has been issued because of administrative error, or through fraud or misrepresentation on the part of the applicant, or when the applicant has been convicted of a felony or an offense involving moral turpitude.

Use of this power by the Commission has been nominal, and since October 28, 1976, a moratorium on such actions has been in effect.

Since the enactment of Penal Code Section 832.4, Chapter 478, Stats. 1973, the Basic Certificate has been considered by many persons as a de facto license to exercise the powers of a peace officer. (Attachment C)

Recently, the Commission has considered deeming its professional certificates to be awards of achievement and only subject to cancellation because of their being issued through administrative error or through fraud or misrepresentation. (Attachment D)

In CR 75/11 I.h. at page 6, (Attachment E), while dealing with the mandate that certain officers possess the Basic Certificate is the implication that the Commission has the authority to cancel certificates: "...this requirement established by Penal Code Section 832.4 would be emasculated absent power vested in the Commission to supervise the issuance of their certificates, and to assess whether due cause exists to cancel or recall issued certificates."

The same issue appears to be implicit in CV 76/170 Ih. (Attachment F)

August 24, 1977

Questions

Taking the preceding into consideration, may the Commission deem its professional certificates awards of achievement and not subject to cancellation except for being obtained because of administrative error, or fraud or misrepresentation on the part of the applicant?

Does the Commission have the prerogative as to whether or not to cancel its professional certificates? If the Commission elects to cancel its professional certificates, may it do so following procedures which are equitable, for causes as it determines?

Your response to these questions and your general comments on the matter would be appreciated.

# Memorandum

Robert L. Mukai  
Deputy Attorney General  
Attorney General's Office

Date : August 23, 1977

GW

GEORGE W. WILLIAMS, Chief  
Staff Services Bureau  
From : Commission on Peace Officer Standards and Training  
Administration Division

Subject: REQUEST FOR LEGAL ASSISTANCE

## Issue--The Degree of Non-Adherence to Standards

### Background

In your memorandum of July 7, 1977, in reference to standards mentioned in Penal Code Section 13523, is the statement "...that no allocation be made to any local agency not adhering to those standards." The standards referred to are the Commission's standards with which local agencies have a need to adhere.

At its meeting on July 29, 1977, with reference to your memorandum, the following question was raised: what degree of latitude does the Commission have in determining compliance with its standards?

It has been the Commission's practice to interpret this provision of law in terms of the overall attainment of the Commission's objective to achieve the upgrading of law enforcement. Occasionally, for example, agencies technically are not in adherence but they have demonstrated through affirmative and constructive action their efforts to comply with the Commission's standards. In most instances, they may be deemed to be in substantive compliance but in need of financial or counseling assistance from POST together with sufficient time to work out their problems. Frequently, the problems faced by the local agencies are complex and have developed over many years and do not lend themselves to speedy solution. In the past, it has been the Commission's judgment that such agencies' actions are within the spirit of the law and may continue to receive aid while progress is made in achieving total compliance with the Commission's standards.

Your response to the question raised during the Commission's meeting and your general comments on the matter would be appreciated.



# Memorandum

Robert L. Mukai  
Deputy Attorney General  
Attorney General's Office

Date : August 24, 1977

GEORGE W. WILLIAMS, Chief *GW*  
Staff Services Bureau  
From : Commission on Peace Officer Standards and Training  
Administration Division

Subject: REQUEST FOR LEGAL ASSISTANCE

## Issue--Regulatory v. Service

### Background

Penal Code Sections 13506 and 13510 authorize the Commission to adopt regulations and that the regulations must be adopted and amended in conformance with provisions of Government Code Section 11371 et seq. Since its formation, the Commission has adopted and amended regulations to be followed by law enforcement agencies whose jurisdictions while eligible to receive State aid from the POTF voluntarily elect to comply with the Commission's Regulations.

Penal Code Section 13500 et seq. authorize the Commission to perform a number of services pertaining to peace officer selection, education and training, and management counseling.

The Commission has traditionally viewed itself as being a service organization.

While in a philosophic sense the Commission places emphasis on its role as a service organization, what is its legal status as a regulatory agency?

Your response to the question and your general comments on the matter would be appreciated.

**Memorandum**

Robert L. Mukai  
Deputy Attorney General  
Attorney General's Office

Date : August 24, 1977

GEORGE W. WILLIAMS, Chief *GW*  
Staff Services Bureau

From : Commission on Peace Officer Standards and Training  
Administration Division

Subject: REQUEST FOR LEGAL ASSISTANCE

Issue--Training Assessment Process

Background

The Criminal Justice Committee during a hearing on AB1218, a bill which would have authorized POST to test in lieu of the completion of training mandated by the Legislature, failed to pass the bill out of committee in part because of the belief that POST already had this authority. Subsequently, the Legislative Counsel was asked, "May the Commission on Peace Officer Standards and Training examine in lieu of requiring course attendance for training requirements mandated by statute?" The opinion provided to Mr. Cline, the bill's author was, "The Commission may not examine in lieu of requiring course attendance for compliance with such training standards." (See Attachment 1)

Penal Code Section 832.3 requires that certain peace officers "...shall successfully complete a course of training approved by the Commission...." On October 31, 1974, the Commission approved the Basic Course for the purposes of complying with Penal Code Section 832.3. The minimum training requirements for the Basic Course are contained in Commission Procedure D-1. (See Attachment 2)

Commission Regulation 1005(a)(1) states, "Each and every trainee employed by a county sheriff's department, city police department or district authorized by statute to maintain a police department shall meet the requirements of Section 832.3 P.C."

Commission Regulation 1008 provides, "the Commission may waive the requirement for the completion of any course required by Section 1005 of the Regulations upon presentation of documentary evidence by a department that an officer has satisfactorily completed equivalent training."

Frequently, chiefs of police and sheriffs who have or propose to employ persons, whom they believe to have been satisfactorily trained in compliance with 832.3 P.C. and the Commission's Regulations, ask the Commission to waive the requirement for

August 24, 1977

Basic Training. These new or prospective employees are persons who as reserve peace officers (Penal Code Section 830.6(a) or as peace officers in another state have completed basic training. Course outlines, transcripts, certificates of completion, diplomas, etc., that are presented as documentation of already achieved training are assessed. Each subject and related number of instructional hours contained in Procedure D-1, the Basic Course, minimum requirement, is compared with the topics and related instructional hours of coverage the person has already completed. In this process, a determination is made as to whether or not the person has successfully completed a course of training (the Basic Course) approved by the Commission. For those persons whose training is determined to satisfy the minimum requirements contained in Procedure D-1, an examination is administered to determine the person's degree of knowledge in the various subjects covered in the Basic Course. Persons who have successfully completed the examination and for whom the assessment of training is favorable, are adjudged to have satisfied simultaneously the requirements of the law and the Commission's Regulations.

#### Question

Is the current practice of the Commission of evaluation of already achieved basic training within the scope of the Commission's authority?

Your response to the question and your general comments on the matter would be appreciated.

State of California

# Commission on Peace Officer Standards and Training

## Resolution

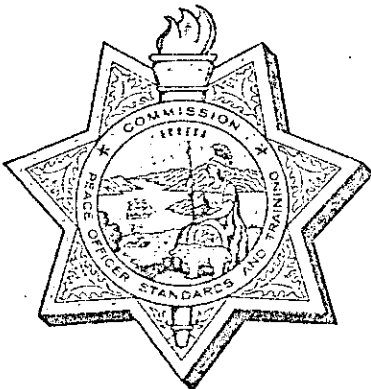
WHEREAS JEROME E. LANCE has served as a member of the Advisory Committee of the Commission on Peace Officer Standards and Training since 1972; and

WHEREAS JEROME E. LANCE served as Chairman of the Commission's Advisory Committee in 1975; and

WHEREAS JEROME E. LANCE has effectively represented California Police Training Officers; and

WHEREAS JEROME E. LANCE has always demonstrated leadership and diligence in his service as a member of the Advisory Committee; now therefore be it

RESOLVED, That the members of the Commission on Peace Officer Standards and Training do hereby commend JEROME E. LANCE for his outstanding service and dedication to California law enforcement.



\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Executive Director

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>INCREASED REIMBURSEMENT IN THE BASIC COURSE</b>		Meeting Date <b>October 13-14, 1977</b>
Division <b>Executive Office</b>	Division Director Approval	Researched By <b>William R. Garlington</b>
Executive Director Approval <i>W. R. Garlington</i>	Date of Approval	Date of Report <b>September 15, 1977</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

The attached letters from Butte College Basic Course users request an extension of POST reimbursement to 12 weeks. If this were done across the board for all academies, the cost would approximately \$1,000,000 per year.

In my judgment, it is too early to make a decision regarding the length of the Revised Basic Course, even on a temporary basis as requested in some of the letters. Most academies are making their first presentations now, or will do so in the near future, and POST's staff, working with the Consortium, is evaluating all presentations.

It is probable the Revised Basic Course can be presented in 400 hours or less. If after a reasonable trial period this proves not to be possible, then the Commission will have to decide whether to continue the present reimbursement policy or extend it.

The Commission's schedule calls for a complete review of POST's reimbursement policies at its January meeting.

Recommendation: Postpone consideration of these letters until the January meeting.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

BOWLING DRIVE, SUITE 250  
SACRAMENTO 95823

September 14, 1977

EXECUTIVE OFFICE  
(916) 445-4515ADMINISTRATION  
Certificates  
Reimbursements  
(916) 322-2235STANDARDS AND TRAINING  
(916) 322-2180MANAGEMENT SERVICES  
(916) 445-0345

Dear Chief

Thank you for writing about the Butte College Basic Academy 12-week course. The Commission's schedule calls for a complete review of POST's reimbursement policies at its January meeting. While your letter will be brought to the attention of the Commission in October, I will recommend no action be taken until January so all major funding issues may be equitably considered at one time.

As you may know, most basic academies are now in the process of presenting their first Revised Basic Course, or will do so in the near future. POST's staff is evaluating all presentations in the State. Hopefully, the Butte College Advisory Committee will also evaluate its own course.

I have been led to believe the Revised Basic Course can be presented in 400 hours or less. If after a reasonable trial period this proves not to be possible, the Commission will then have to decide whether they will continue the present reimbursement policy or extend it for a longer time.

You are cordially invited to the Commission meeting on October 13-14 at the Riviera Hotel in Palm Springs. In any event, I will make sure you are advised of the outcome of its deliberations.

Sincerely,

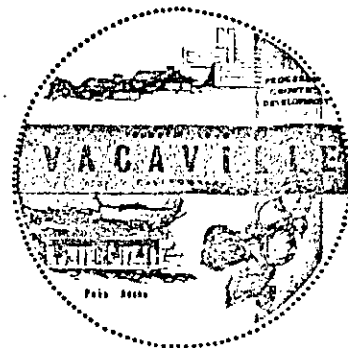
WILLIAM R. GARLINGTON  
Executive Director

COUNCIL MEMBERS  
BARBARA J. JONES, Mayor  
ETHEAL C. GILLEY, Vice Mayor  
WILLIAM J. CARROLL  
BERTON N. HASSING  
CAROLYN VAN LOO

# CITY OF VACAVILLE

650 MERCHANT STREET  
VACAVILLE, CALIFORNIA 95688

August 15, 1977



OFFICE OF Chief of Police  
Telephone: 707-448-6262

*Black Koch*  
*(W)*

William R. Garlington  
Commission On Peace Officer  
Standards And Training  
7100 Bowling Drive, Suite 250  
Sacramento, California 95823

Dear Sir,

It has come to our attention that the basic academy which we now utilize (NCCJTES, Butte Center) will soon change from a ten week program to a twelve week program. We approve of the extension which will increase instruction in areas critical to a professional law enforcement program. However, due to budgetary constraints, the additional two weeks would cause fiscal problems within a department of our size.

It is requested that the commission establish a policy of reimbursement for the additional two weeks in order to allow us to continue seeking the best possible training programs for newly appointed officers.

Sincerely,

*Gary H. Tatum*  
GARY H. TATUM  
Chief of Police

GT/se

cc: Allen

17 AUG 15 1977

COMMISSION ON POST



# CITY OF CHICO, CALIFORNIA

POLICE DEPARTMENT - P. O. BOX 3420, 95927  
TELEPHONE (916) 343-4401



William R. Garlington  
Executive Director  
Commission on Peace Officer Standards & Training  
7100 Bowling Drive, Suite 250  
Sacramento, California 95823

August 11, 1977

COMMISSION ON POST  
AUG 12 9 58 AM '77

Dear Mr. Garlington:

At the August 9th meeting of the Advisory Committee for the Northern California Criminal Justice Training and Education System, Butte Center, it was decided that recent revisions of the basic training academy curriculum required additional training time. The advisory committee passed a resolution extending the Butte Center basic academy to twelve weeks.

As you know, basic academy training is essential to law enforcement personnel, and it is our opinion that the two week extension of the course merely provides enough time for inclusion of vital, new information which recruits require.

The intent of this letter is to request that you seek approval for funding the additional eighty hours of training. Most smaller agencies would have difficulty supporting the program on their own.

Should total reimbursement for the extension not be possible, we request that you at least consider absorbing the cost for per diem expenses.

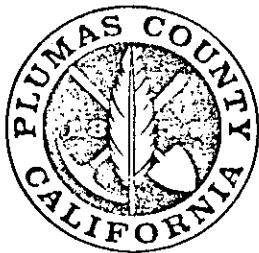
We in Butte County, as well as agencies in other parts of the state, recognize POST as the undisputed moving force behind viable training and education for law enforcement. We appreciate your serious consideration of this request and can assure you of our desire to cooperate on matters of mutual interest.

Sincerely,

*U. F. Butlerjahn*  
U. F. Butlerjahn  
Chief of Police

UFB:pb  
232/GA-SC-DJ-a  
cc: Frederick E. Allen, Butte Center





S. DOUGLAS THOMAS  
SHERIFF-CORONER

OFFICE OF THE SHERIFF

POST OFFICE BOX 1106  
QUINCY, CALIFORNIA 95971  
(916) 283-0400

August 31, 1977

William R. Garlington  
Executive Director  
Commission on Peace Officer  
Standards and Training  
7100 Bowling Drive  
Sacramento, California 95823

Dear Bill:

This is to request that P.O.S.T. reimburse for two additional weeks of Basic Academy Training. Presently the Butte Regional Training Academy offers a ten week basic academy for law enforcement recruits, but with the next session this will increase to twelve weeks.

A twelve week course is needed to cover the new basic revision project, and if reimbursement is not forthcoming for this additional two weeks, a financial burden will be imposed upon agencies utilizing the Basic Academies.

Any consideration in this matter would be greatly appreciated.

Sincerely,

S. Douglas Thomas  
SHERIFF-CORONER

SDT/kk

SEP 5 10 20 AM '77

RECEIVED

# 3



LARRY GILICK  
Sheriff-Coroner

OFFICE OF  
**SHERIFF-CORONER**

COUNTY OF BUTTE

P. O. Box 1310  
OROVILLE, CALIFORNIA, 95965  
Area Code 916      §      Phone 534-4321

PLEASE REFER  
TO FILE NO. \_\_\_\_\_

August 12, 1977

William R. Garlington-Executive Director  
Commission on Peace Officer Standards and Training  
7100 Bowling Drive  
Sacramento, CA 95823

Dear Mr. *Bill* Garlington:

With the implementation of the POST Basic revision it was necessary for the Basic Academy at Butte Center and other Centers to increase to 12 weeks. POST at the present time will reimburse for a maximum of 400 hours which will cause a hardship on all smaller departments.

We respectfully request that the POST Commission consider, as an emergency matter, increasing reimbursement to cover the additional time necessary to implement the POST Basic Revision.

Your prompt attention to this matter would be greatly appreciated.

Very Truly Yours

*Larry*  
Larry Gillick  
Sheriff-Coroner

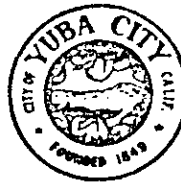
LG/KGM/bm

AUG 15 10 41 AM '77

COMMISSION ON POST

# City of Yuba City

POLICE DEPARTMENT (916) 673-3121  
816 Clark Avenue - Post Office Box 1116  
Yuba City, California 95991



## California

Office of: ROBERT W. SMITH  
CHIEF OF POLICE

Refer .....

August 10, 1977

Mr. William R. Garlington  
Executive Director  
Peace Officers Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, California 95823

COMMISSION ON POST  
AUG 11 10 02 AM '77

Dear Mr. Garlington:

The Butte Center Advisory Committee recently voted to extend the 17th Basic Academy to 12 weeks.

Recognizing that modifications and extensions of current basic academy courses will require additional time, this addition was unanimously accepted by the committee for the 17th academy. Upon completion, it can then be determined if the additional two weeks are sufficient to include the necessary materials.

Committee reaction seemed to indicate the modifications and extensions were indeed worthwhile and quite acceptable, however the fact that the two weeks addition is not reimbursable by POST funds is of great concern to many of the participating agencies.

As you are aware, Butte Center provides service to many jurisdictions which are relatively small and which rely very heavily on the "blessing" of POST reimbursement. As I represent one of these smaller agencies, I am indeed concerned, therefore, I request that you and members of your staff, as well as the POST Commission, consider the possibility of reimbursing the extension of the Basic Academy.

If this cannot be accomplished, then I additionally request that at least per diem reimbursement be granted for the extension, as that alone would be of great assistance to the smaller agencies.

Your immediate attention and assistance in this matter will be greatly appreciated.

Police Department



1020 Middlefield Road  
Redwood City, California 94063  
Telephone (415) 365-7100

September 14, 1977

Mr. William R. Garlington  
Executive Director  
Commission on  
Peace Officer Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

Dear Bill,

Please consider this letter an expression of my personal support, and that of the Redwood City Police Department, for the P.O.S.T. staff recommendation for increased reimbursement for the basic course.

The very necessary increase in subjects and the results of the Basic Course Revision Project have moved academy time well past the 400 hour maximum now in effect. The proposed increase to a 15 week maximum will assure that we can continue to take advantage of the full range of education and training available through the Basic Academy.

Very truly yours,

A handwritten signature in dark ink, appearing to read "George W. Bold".

George W. Bold  
CHIEF OF POLICE

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Commission Policy &amp; Procedures</b>		Meeting Date <b>October 13-14, 1977</b>
Division <b>Executive Office</b>	Division Director Approval	Researched By <b>Brooks Wilson</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>9-23-77</b>	Date of Report <b>September 14, 1977</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

Background

Staff has been directed to report on actions taken by the Commission which establish or affect Commission policies and procedures. This report is to be made at each meeting for action taken at the previous meeting.

On July 29, 1977, the Commission unanimously adopted the following policy. Team teaching is defined as two or more instructors who provide the actual teaching necessary to the particular subject matter, material or format of instruction. This instruction may include workshops, exercises, or panel discussions. No coordinator or observer shall be considered a teacher."

Recommendation

It is recommended Commission Procedure 10-6 (Tuition Guidelines) be modified to include the above definition.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>REQUEST FOR REPRESENTATION ON ADVISORY COMMITTEE</b>		Meeting Date <b>October 13-14, 1977</b>
Division <b>Executive Office</b>	Division Director Approval	Researched By <b>Glen E. Fine</b>
Executive Director Approval <i>W. J. [Signature]</i>	Date of Approval <b>9-22-77</b>	Date of Report <b>September 22, 1977</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

BACKGROUND

The County Personnel Administrators' Association of California (CPAAC) has requested representation on the Advisory Committee. Should their request be approved, they would like for Mr. Edward Firby, Personnel Director, Fresno County, to serve as their representative. Letter of request is attached.

The Advisory Committee's purpose has been articulated by the Commission as "providing two-way communications between the Commission and associations and organizations sharing a vital interest in the activities and decisions of the Commission." CPAAC shares such an interest and seemingly qualifies for membership consideration.

Staff members have discussed mutual interest areas with CPAAC representatives, and believe improvements in communication between staff and personnel administrators would be assisted by CPAAC membership on the Committee.

The POST Advisory Committee was asked to review CPAAC's request for membership. A majority of Committee members believed that communications with personnel directors could be accommodated in other ways, and that the Committee should not be expanded. The Committee voted to recommend to the Commission that CPAAC not be approved for membership for the following two reasons:

1. CPAAC does not represent city personnel directors.
2. CPAAC's "home rule" orientation would likely cause them to be in opposition to POST's standards setting activities.

In view of the Advisory Committee's position, it is suggested that CPAAC's request not be approved at this time.

Attachment

County Personnel  
Administrators Association  
of California

901 G Street, Room 253  
Sacramento, California 95814  
(916) 440-7045

July 15, 1977

COMMISSION ON POST  
JUL 20 10 51 AM '77

Mr. William R. Garlington  
Executive Director of POST  
7100 Bowling Drive, Suite 250  
Sacramento, CA. 95823

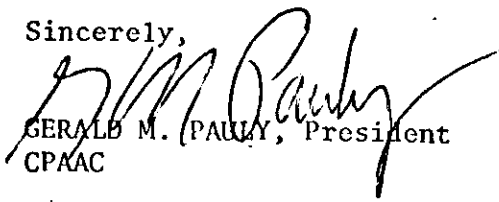
Dear Mr. Garlington:

We understand that it is conceivable that the composition of POST's Advisory Committee could be expanded to include a representative of the County Personnel Administrators' Association of California (CPAAC). There are a number of areas of mutual interest between POST and CPAAC with respect to personnel matters involving law enforcement personnel. During these past few months there have been a number of positive contacts and communications between our two organizations. Therefore, we would feel honored, if your Commission considered favorably a suggestion on request that a member of CPAAC be added to the Advisory Committee membership.

By way of background, CPAAC has a history extending back 30 years of meeting quarterly to discuss and keep abreast of developments in various areas impacting on personnel administration throughout California. Close liaisons have been established with County Supervisors' Association (CSAC), League of California Cities, U. S. Civil Service Commission, California State Personnel Board, and other state and federal agencies. During this year, POST has joined this list. Whether or not formal representation with POST develops, we still appreciate the joint learning efforts and would hope to continue these close communications.

In the event you and the POST Commission take favorable action with respect to this suggestion, I would like to nominate Edward W. Firby, Director of Personnel Administration for Fresno County. Ed is a past president of CPAAC and for a number of years has been chairman of CPAAC's County/State Relations Committee. He is presently on the executive committee of the Valley Regional Training Center Board of Directors and served a three year term as chairman of that group's Board of Directors. He is a member of the International Personnel Management Association and the American Society for Public Administration (ASPA). He has served as president of the Central California chapter of ASPA; helped organize the first state-wide ASPA organization and served as its first chairman. He was also elected on a nation-wide basis and served a three year term of office on the ASPA National Council.

Sincerely,

  
GERALD M. PAULY, President  
CPAAC

cc: Edward W. Firby  
Bill Carden, Vice President  
June Tait, Secretary-Treasurer

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Advisory Committee Member Nomination</b>		Meeting Date <b>October 13-14, 1977</b>
Division <b>Executive Office</b>	Division Director Approval	Researched By <b>Glen Fine</b>
Executive Director Approval <i>W. B. Earl</i>	Date of Approval <b>9-22-77</b>	Date of Report <b>9-21-77</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_).

Jerome Lance, Lieutenant, Long Beach Police Department, has resigned as C. A. P. T. O. representative to the Advisory Committee.

C. A. P. T. O. has nominated Dale Rickford, Captain, Antioch Police Department to serve as its new representative.

Recommendation: Approve nomination of Captain Rickford.

Attachment



city of montebello



1600 W. BEVERLY BOULEVARD  
MONTEBELLO, CA 90640  
(213) 722-4100

September 7, 1977

Mr. William R. Garlington  
Executive Director  
Commission on Peace Officer  
Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, California 95823

Dear Mr. Garlington:

I regretfully have to inform you of the resignation of Lieutenant Jerry Lance as the C.A.P.T.O. representative to the P.O.S.T. Advisory Committee. Lieutenant Lance will attend the September 15, 16, 1977, Advisory Committee meeting as our representative, and will officially vacate the position September 30, 1977.

Captain Dale Rickford, Antioch Police Department, has been selected, and is being recommended to the Commission to fill the vacancy created by Lieutenant Lance. Captain Rickford is a past president of C.A.P.T.O., and extremely well qualified to represent our organization.

Sincerely,

Michael T. Gonzales  
State President C.A.P.T.O.

MTG:asm

CC: Chief Tielsch  
Santa Monica

SEP 14 9 45 AM '77  
COMMISSION ON POST

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1978-79  
Budget

I N D E X

Budget Message . . . . .	1
Budget Review Committee Meeting Minutes . . . . .	3
Administrative Counseling Reports . . . . .	5
Department of Justice Building . . . . .	10
Budget Summaries . . . . .	11
Aid to Local Government Contracts . . . . .	12
Organization Charts	
Proposed Allocation of Positions . . . . .	13
POST Composite Organization Charts . . . . .	14
Executive Office Organization Chart . . . . .	15
Administration Division Organization Chart . . . . .	16
Operations Division Organization Chart . . . . .	17
1978-79 Budget . . . . .	18
Schedule of Adjustment to Reflect Reorganization . . . . .	19
1977-78 Budget . . . . .	20
1976-77 Actual Expenditures . . . . .	21

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET			
Agenda Item Title <b>Fiscal Year 1978/79 POST Budget</b>		Meeting Date <b>October 13-14, 1977</b>	
Division <b>Administration</b>	Division Director Approval <b>Otto H. Saltenberger</b> <i>OH</i>	Researched By	
Executive Director Approval <i>W. R. Garlington</i>	Date of Approval <b>Sept. 14, 1977</b>	Date of Report	
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>			
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).			
<p>The Budget Review Committee met on August 18, 1977, to give staff direction on preparation of the F.Y. 1978/79 POST Budget. The actions of the Committee are contained in the meeting minutes and are presented for confirmation by the Commission.</p> <p>Included for your consideration are reports concerning the Administrative Budget, the Aid to Local Government Budget, an evaluation of our Administrative Counseling service, and physical relocation of staff in the new Department of Justice building.</p> <p><u>Administrative Budget</u></p> <p>The current budget approved by the Legislature requires the reduction of one assistant director at the end of this fiscal year. While it is not mandated by the Legislature to further reduce the number of assistant directors, in my judgment the organization will perform better with two divisions and fewer personnel in administrative counseling. This is further explained in the enclosed Administrative Counseling Evaluation report, page 5, and the proposed organization, pages 13-17.</p> <p>The primary staff effort in 1978-79 will be the production of better field services through the Standards and Training counselors. The feedback I receive indicates most chiefs and sheriffs desire the more frequent contacts. Also, more attention is being paid to development of new courses (especially job-specific) and the evaluation of all instruction.</p> <p>The addition of a word processing operation will allow for the reduction of at least two clerical personnel. Before the year is out we may, through attrition, find we can reduce the clerical staff even further.</p> <p>As you are aware, a data processing feasibility study is now being conducted. It will not be completed until February or March of 1978, which precludes our inserting anything other than a note in the budget package. We have been assured by Finance that if a decision is made by March, the funds for implementation can be inserted. You will be asked to approve an augmentation if the feasibility study is positive.</p> <p>The overall Administrative Budget will be reduced about 5%, which is a little over \$120,000. With the exception of in-state travel, there is a proportionate decrease in all categories.</p>			
Utilize reverse side if needed			

Aid to Local Government

Since we have no experience with job-specific reimbursement, it is difficult to project what will happen in 1978-79. The Committee suggests we submit the base-line figure as reflected on page 1 of the budget report. Also, decisions about contracts, including C.S.T.I., are not usually made until later in the year. Should it become necessary to increase this category because of a Commission decision to contract for more services, or due to increased reimbursements caused by use of the job-specific courses, etc., we can request an augmentation.

Department of Justice Building

At this time efforts are being made by Department of Justice, Finance and the Administrative Analyst to include monies in the 78-79 Department of General Services Building budget for POST office space in the new DOJ building. As a preliminary step, I have written a letter (page 10) to the Director of General Services indicating the Commission's desire to move into that state-owned building when it is completed, about 1980. We have been assured the cost for space will be no more and probably less than our present facility.

**Memorandum**

: POST Commission

Date : August 22, 1977

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: POST Budget Review Committee Meeting  
August 18, 1977  
Board Room, Western Airlines  
Los Angeles National Airport

In Attendance:	William J. Anthony	- Chairman
	Brad Gates	- Member
	Robert F. Grogan	- Member
	Kay Holloway	- Member
	Jacob J. Jackson	- Member
	William R. Garlington	- Executive Director
	Otto H. Saltenberger	- Assistant Director, Administration

Chairman Anthony opened the meeting at 1:15 p.m.

The Executive Director outlined proposed budget and staff reorganization.

The following motions received unanimous approval of the Committee for presentation to the Commission:

MOTION: Approve the 1978/79 F. Y. Administrative Budget as shown on page 11 , attached.

MOTION: Approve the Aid to Local Government Budget as presented on page 11 . This action was with stipulation it be reviewed in December for possible adjustment. The reason for review is to evaluate experience with job-specific reimbursements and decide on new contract commitments, such as C. S. T. I.

MOTION: Strongly recommend staff reorganization Plan I, as presented on pages 13-17.  
Note: For Commission information, two reorganization plans were presented. Plan II was simply a fallback position for 3 divisions should the State Personnel Board not approve the Career Executive Appointments (CEA).

MOTION: Direct staff to identify outstanding law enforcement training courses and arrange with agencies, through inter-agency agreements, to transport the instructors to any location where other agencies can benefit from the training. The Committee agreed the modular form of instruction should be continued and is compatible with the above motion.

MOTION: Reduce permanent Administrative Counseling staff as proposed in Plan I and hire experts from local agencies, through inter-agency agreements, to assist staff with surveys, as necessary.

MOTION: Approve Executive Director's continuing negotiations with Department of General Services for space in the proposed Department of Justice building.  
See attached letter, page 10.

Meeting adjourned at 3 p. m.

# Memorandum

POST Commission  
Budget Review Committee

Date : August 10, 1977

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: Administrative Counseling

During the budget review last year, the Committee indicated a concern for the staffing level of the administrative counseling program. The Executive Director was directed to evaluate the activity and make recommendations for F. Y. 78/79.

After a year's observation of the management services functions, including administrative counseling, the following evaluation and my recommendations concerning these services are presented for your consideration.

## Recommendations:

- Reduce the administrative counseling staff by three Law Enforcement Counselor II positions and two support clerks.
- Integrate all management services into the Standards and Training Division to form a "Field Services" Division.
- Within the Field Services Division, create a Management Services Bureau and a Center for Police Management Bureau, each staffed by one Senior Law Enforcement Counselor (Bureau Chief) and four Law Enforcement Counselor II's.
- Whenever there is a need for expert assistance due to unusual workload and/or special technical problems, inter-agency agreements with local law enforcement agencies will be used to temporarily augment POST staff.

## Evaluation:

The staff time required for administrative counseling has decreased in the last two years. Obviously many agencies that needed the service have taken advantage of it by now; the Commission policy to

reduce the number of general surveys has had an impact; and the POST staff, because of increased expertise, is able to complete called-for services more quickly.

The 1975/76 fiscal year budget approved 20 positions in the Administrative Counseling Division. The suggested six-position bureau (including clerical) represents a dramatic reduction; however, last year 3 positions were transferred to Standards and Training where there was an obvious need for expanded field services. That reduction did not adversely impact upon our ability to answer field requests. In fact, the backlog was reduced from 30 to 0, and the San Francisco General Survey was conducted without the expenditure of any funds for outside consultants.

This is the kind of operation which must be constantly monitored because the need for the service may change greatly one year to the next. One advantage to be realized by integrating Administrative Counseling into Standards and Training is more flexible use of the counseling staff should there be highs and lows in the workload.

Enclosed is Administrative Counseling Program, Special Report to the Legislature - 1975. The Commission positions as reported to the Legislature at that time are for the most part viable, and I would recommend they be continued as policy. Also enclosed is a statistical report detailing administrative counseling services provided to California enforcement agencies last fiscal year.



# Memorandum

: William R. Garlington  
Executive Director

Date : August 10, 1977

MS File #B77-13

From : Management Services Division  
Commission on Peace Officer Standards and Training

Subject: Management Surveys Conducted in 1976-77 Fiscal Year

During the 1976-77 Fiscal Year there were 39 management surveys completed for police departments and 11 completed for sheriffs' departments in the State of California; a total of 50 surveys. A General Survey was conducted in the San Francisco Police Department, all others were designated as Special Surveys.

Attached is a list of the surveys which were completed during the 1976-77 Fiscal Year.



Edward M. Toothman  
Director  
Management Services Division

Enclosure

COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING  
-Management Services Division-

Fiscal Year 1976/77

<u>Police Departments</u>	<u>Subject</u>	<u>Completion Date</u>
Mariposa	Organization/Records	7-76
Arvin	Personal Consultation	8-76
Foster City	Records/Organization	8-76
Arroyo Grande	Records	9-76
Brawley	Organization	9-76
Napa	Organization/Records/ Workload	9-76
Baldwin Park	Organization	10-76
Corcoran	Organization/Deployment/ Records	10-76
Willits	Management Procedures	11-76
Daly City	Communications	12-76
Rio Vista	Personnel Allocation	12-76
San Joaquin	Personnel Allocation/Facilities	12-76
South San Francisco	Organization/ Career Development	
Eureka	Investigations	1-77
Rohnert Park	Organization	1-77
South Pasadena	Organization	1-77
Patterson	Organization	1-77
Delano	Records/Property	1-77
Marina	Records/Property/Workload	1-77
* El Centro	Organization/Records/Property	2-77
Foster City	Crime Prevention	2-77
LeMoore	Organization/Facilities	2-77
Morgan Hill	Records	2-77
Palm Springs	Records	2-77
Riverbank	Organization/Records/Property	2-77
Suisun	Management Procedures	2-77
Beaumont	Personal Consultation	2-77
La Mesa	Records	3-77
Novato	Management Procedures	3-77
Calexico	Management Procedures/ Manpower Allocation	4-77
Fowler	Records	4-77
Wasco	Records/Organization/Property	4-77
Ceres	Organization/Records	4-77
Chino	Records	5-77
* Mendota	Organizations/Facilities/ Administration/Operations	2-77

<u>Police Departments</u>	<u>Subject</u>	<u>Completion Date</u>
Hillsborough	Organization	5-77
Bakersfield	Workload	5-77
Rialto	Organization/Records	6-77
Williams	Personal Consultation	6-77
San Francisco	General	6-77
 <u>Sheriffs' Departments</u>		
Fresno	Organization/Manpower	
	Allocation	8-76
Solano	Organization	9-76
Calaveras	Manpower/Equipment/ Facilities	10-76
Trinity	Organization/Manpower	
	Allocation	10-76
Kern	Organization	2-77
Placer	Organization	2-77
Plumas	Organization/Records	2-77
El Dorado	Organization/Records	3-77
Alameda	Records	4-77
Santa Cruz	Jail Facilities	4-77
Yuba	Property/Evidence	6-77

## Memorandum

David Janssen, Director  
Department of General Services

Date : August 5, 1977

From : Commission on Peace Officer Standards and Training

Subject: Department of Justice's Division of Law Enforcement New Facility

The Commission on Peace Officer Standards and Training (POST) is requesting space in the Department of Justice's Law Enforcement Division building which is now being planned for construction.

Our staff will require approximately 16,000 to 20,000 square feet to house 75 to 100 employees. The space should be designed in such a way that all organizational units will be centrally located to each other. This is especially important as we are in the process of establishing an organizational Word Processing Center and computerizing our records system. Our present facility does not allow for maximum efficiency of these centralized functions.

This request has been discussed with the Department of Justice. There is agreement that POST should be at the same location.

Other reasons for relocating include:

- POST was created in 1959 as an integral part of the Department of Justice. The Attorney General is an ex-officio member of the 11-member Commission.
- POST and the Department of Justice's Division of Law Enforcement are engaged in many mutually interdependent functions and activities, especially training. A close relationship is desirable.
- POST is currently organized into four functional areas. The present location of each of these units in a separate building makes them spatially incompatible. This tends to create a sense of separateness within the organization.
- The estimated 1980 move in date will nearly coincide with the termination of our present lease agreement.

I will be happy to provide you with program information as required. Your answer will be appreciated as soon as possible in order to allow for our budget planning needs.

*W. R. Garlington*  
WILLIAM R. GARLINGTON  
Executive Director

cc: Mike Smith, Long Range Planning

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1978-79

## Budget Summary

	Actual 1976-77	Estimated 1977-78	Proposed <sup>1/</sup> 1978-79
Balance available from prior year	\$ 1,690,515	\$ 4,239,549	\$ 3,329,668
Add revenues	13,502,786	12,700,000	12,700,000
Less Expenditures			
Administrative costs <sup>2/</sup>	2,386,274	2,457,489	2,341,337
Aid to local governments <sup>3/</sup>	8,567,478	11,152,392	11,152,392
Balance June 30, 1977	\$ 4,239,549	\$ 3,329,668	\$ 2,535,939
 <sup>1/</sup> Based on reorganization Plan number 1			
 <sup>2/</sup> Salaries & Wages	\$ 1,763,422	\$ 1,839,685	\$ 1,702,454
Operating Expenses & Equipment	622,852	617,804	638,883
Total Administrative Costs	\$ 2,386,274	\$ 2,457,489	\$ 2,341,337
 <sup>3/</sup> Reimbursements	\$ 7,756,857	\$10,303,689	\$10,352,392
Contracts	810,621	848,703*	800,000**
Total Aid to Local Government	\$ 8,567,478	\$11,152,392	\$11,152,392

\* Schedule of actual and proposed contract contracts attached.

\*\* Estimate of contracts to be written. Specific contractors not identified at this time.

1977-78  
Item 357  
Aid to Local Government

Contract No.	Name of Contractor and Digest of Contract	Duration	Amount
77-357-1	Dept. of Justice - To make 10 presentations of the Narcotic Investigation Course - \$96,140 20 presentations of the Narcotic Investigation for Peace Officers \$44,180, and 10 presentation of the Heroin Influence Course \$19,500	7/1/77 - 6/30/78	\$159,820
77-357-2	Dept. of Justice - To make 10 presentations of the Law Enforcement Skills and Knowledge Modular Training Program	7/1/77 - 6/30/78	66,610
77-357-3	State Controller - To provide field auditing services of reimbursement claims	7/1/77 - 6/30/78	45,000
77-357-4	Thomas H. Anderson - To make 4 presentations of the Executive Development Course	8/1/77 - 6/30/78	31,945
77-357-5	Dept. of Water Resources - Microfilming services	7/1/77 - 6/30/78	517
77-357-6	DOJ - Computer feasibility study		10,000
77-357-7	State Personnel Board - Course Evaluation Instruments computer time/printouts		1,000
Comm. approved 7/29/77	CA State University, Northridge - To make 5 presentations of Management Course		28,008
Comm. approved 3/25/77	CSTI - Contract FY 77-78		360,000
Comm. approved 7/29/77	CPOA - 3,500 copies of New Law Manual printing and distribution		15,000
Comm. approved 7/29/77	CPOA - Develop & presentation of 16 one-day courses *		12,320
Tentative	Test development of HUMRRO Development Report		<u>120,000</u>

\$850,220

\* An additional \$16,500 will be expended for reimbursement to local participants.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

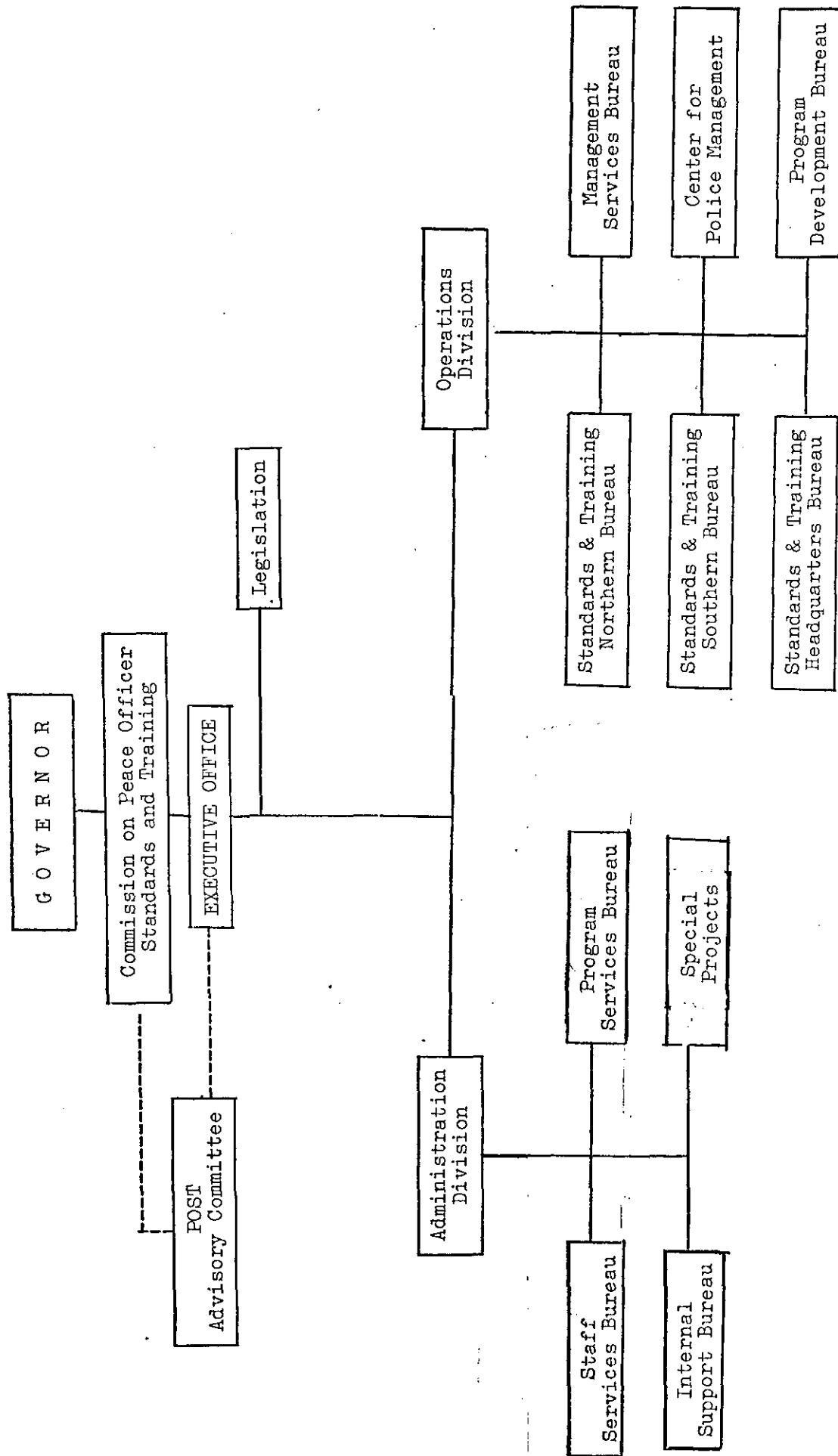
Proposed Reorganization  
Allocation of Positions

<u>Professional Staff</u>	<u>Prior Organization</u>	<u>Proposed Organization</u>	<u>Difference</u>
Executive Director	1	1	-4
Assistant Directors	4	0	+2
CEA II's	0	2	+1
Senior Law Enforcement Consultants	9	10	-3
Law Enforcement Consultant II's	23	20	
Staff Services Manager I	1	1	
Associate Governmental Program Analyst	1	1	
Senior Librarian	1	1	
Accounting Officer II	1	1	
Staff Services Analyst	1	1	
Total Professional Staff	42	38	-4

Clerical Staff

Graphic Artist	1	1	-3
Secretary I	1	1	-1
Senior Stenographers	8	5	-1
Stenographers	8	7	-2
Senior Clerk Typists	4	3	+1
Clerk Typists	4	2	
Clerk II's	2	3	
Accounting Technicians	6	6	+4
Library Technical Assistant	1	1	-2
Word Processing Technicians	0	4	-6
Total Clerical	35	33	
TOTAL Positions	77	71	

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

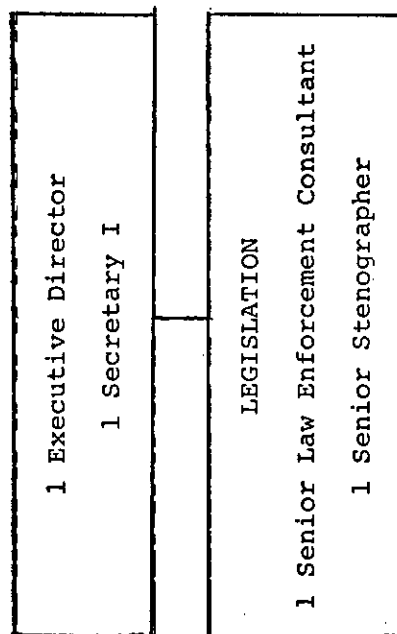




COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Plan 1

EXECUTIVE OFFICE

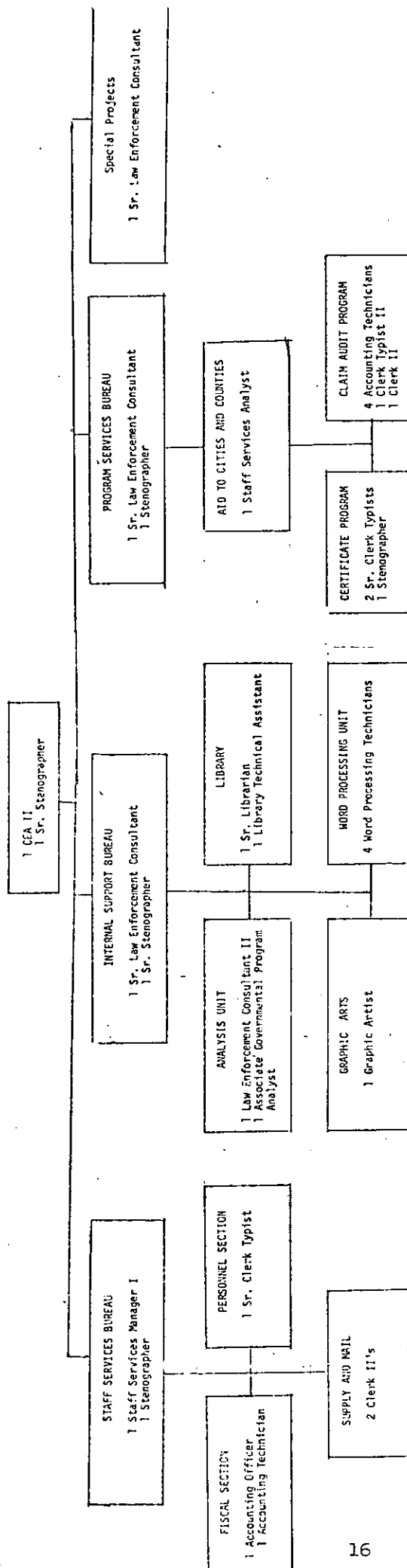


Professional Staff - 2  
1 Executive Director  
1 Sr. Law Enforcement Consultant

Clerical Staff - 2  
1 Secretary I  
1 Sr. Stenographer

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ADMINISTRATION DIVISION



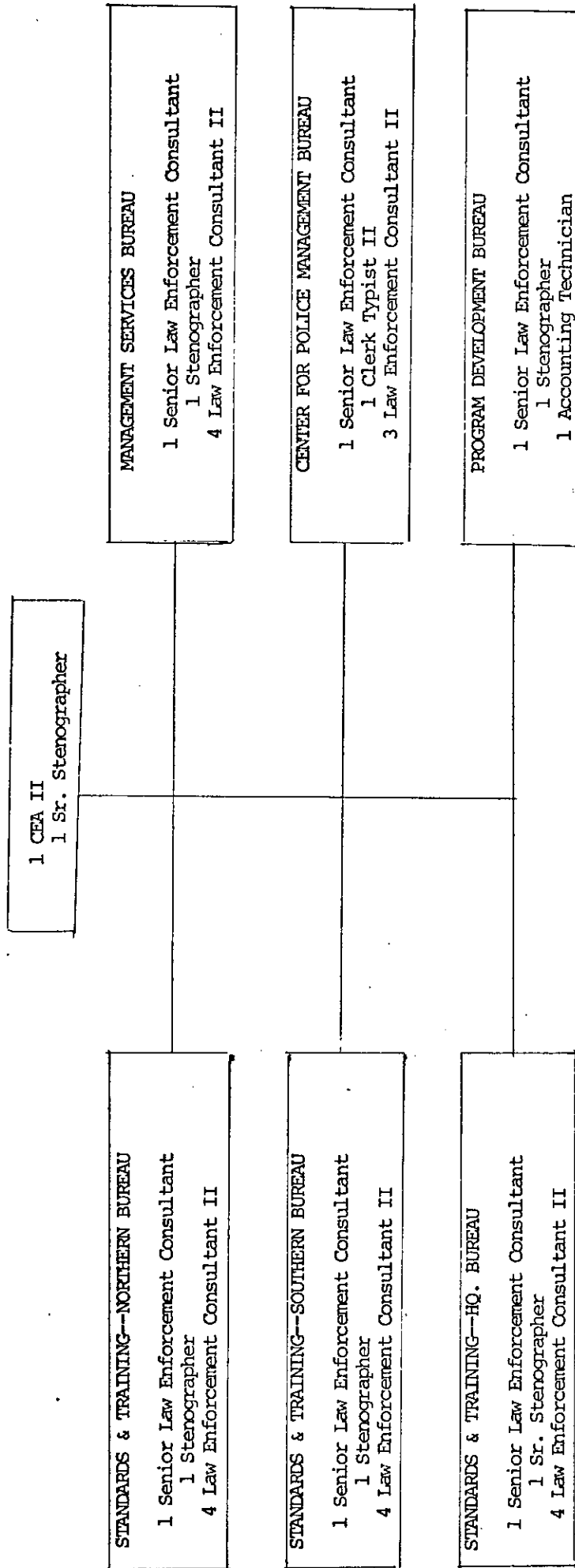
Professional Staff - 10

- 1 CEA II
- 3 Sr. Law Enforcement Consultants
- 1 Law Enforcement Consultant II
- 1 Staff Services Manager I
- 1 Associate Governmental Program Analyst
- 1 Sr. Librarian
- 1 Accounting Officer II
- 1 Staff Services Analyst

Clerical Staff - 23

- 1 Graphic Artist
- 2 Sr. Stenographers
- 3 Stenographers
- 1 Library Technical Assistant
- 5 Accounting Technicians
- 3 Sr. Clerk Typists
- 4 Word Processing Technicians
- 1 Clerk Typist II
- 3 Clerk II's

OPERATIONS DIVISION



Professional Staff - 26

1 CEA II  
6 Senior Law Enforcement Consultants  
19 Law Enforcement Consultant II's

Clerical Staff - 8

2 Senior Stenographers  
1 Accounting Technician  
4 Stenographers  
1 Clerk Typist II

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1978-79  
Crossover Budget to Reflect Proposed Reorganization

	Executive Office	Administration	Management Services	Standards & Training	Total	Adjustments See Attached Worksheet	Executive Office	Administration	Field Operations	Total
Personal Services										
Salaries & Wages	\$ 317,832	\$ 242,798	\$ 436,267	\$ 488,546	\$1,485,443	\$- 97,558	\$ 84,708	\$ 507,081	\$ 796,096	\$1,387,895
Overtime		4,260			4,260			4,260		4,260
Temporary Help		10,054			10,054			10,054		10,054
Salary Savings	- 6,210	- 5,029	- 8,573	- 9,758	- 29,570	+ 1,922	- 1,614	- 10,172	- 15,862	- 27,648
Staff Benefits	74,152	60,028	102,400	116,523	353,103	- 25,200	18,091	122,342	187,470	327,903
Total Personal Services	\$ 385,774	\$ 312,111	\$ 530,094	\$ 595,311	\$1,823,290	\$-120,836	\$ 101,185	\$ 633,565	\$ 967,704	\$1,702,454
Operating Expense										
General Expense	\$ 40,681	\$ 24,817	\$ 14,974	\$ 13,150	\$ 93,622		\$ 40,681	\$ 24,817	\$ 28,124	\$ 93,622
Printing	45,574	7,416	9,946	6,864	69,800		45,574	7,416	16,810	69,800
Communications	15,832	9,123	11,834	28,488	65,277	- 6,000	15,832	9,123	40,322	65,277
Travel-in-State	36,275	6,791	32,421	83,841	159,328		36,275	6,791	110,262	153,328
Travel-out-of-State	2,692		3,371	2,947	9,010		2,692		6,318	9,010
Facilities Operation	25,188	24,098	31,549	19,633	100,468		25,188	24,098	51,182	100,468
Procured Expense	27,171	36,694	35,335	36,694	135,894		27,171	36,694	72,029	135,894
Contractual Services		9,664			9,664			9,664		9,664
Sub-total	\$ 193,413	\$ 118,603	\$ 139,430	\$ 191,617	\$ 643,063	\$- 6,000	\$ 193,413	\$ 118,603	\$ 325,047	\$ 637,063
Equipment		290	400	1,130	1,820			290	1,530	1,820
Totals	\$ 579,187	\$ 431,004	\$ 669,924	\$ 788,058	\$2,468,173	\$-126,836	\$ 294,598	\$ 752,458	\$1,294,281	\$2,341,337

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1978-79  
Schedule of Adjustments to Reflect Reorganization

	Executive Office	Administration	Management Services	Standards & Training	Total Adjustment
<b>Personal Services</b>					
<b>Salaries &amp; Wages</b>					
-3 Assistant Directors	\$- 32,844		\$- 32,844	\$- 32,844	\$- 98,532
+2 CEA II's		\$+ 34,440	+ 34,440		+ 68,880
+1 Sr. Law Enforcement Consultant @ \$2,737 per mo.					+ 24,720
-3 Law Enforcement Consultant II's	+ 24,720				
Position Number 016			- 27,180		- 27,180
Position Number 018			- 26,655		- 26,655
Position Number 020			- 23,604		- 23,604
-2 Sr. Stenographers					
Position Number 002	- 12,429				- 12,429
Position Number 004	- 11,672				- 11,672
+1 Clerk II		+ 8,616			+ 8,616
-1 Stenographer - Position Number 001	- 10,056		- 10,832		- 10,056
-1 Sr. Clerk Typist - Position Number 001					- 10,832
-2 Clerk Typist II's					
Position Number 001	- 10,752				- 10,752
Position Number 001					- 10,752
+4 Word Processing Technicians @ \$857 per mo.		+ 41,136	- 9,198		+ 41,136
-4 Sub-total - adjustment to reduce positions	\$- 53,033	\$+ 84,192	\$- 95,873	\$- 32,844	\$- 97,558
(1) Special Consultant - Position Number 001	\$- 29,172			\$+ 29,172	
(Reclassified IEC II)					
(1) Associate Governmental Program Analyst	- 19,716	+ 19,716		+ 17,083	
(1) Staff Services Analyst - Position Number 001	- 17,083				
(Reclassified IEC II)					
(1) Research Specialist II - Position Number 001	- 27,180			+ 27,180	
(Reclassified IEC II)					
(1) Law Enforcement Consultant II - Position No. 001	- 27,180	+ 27,180			
(2) Sr. Law Enforcement Consultant	- 59,760	+ 59,760			
Position Numbers 001 & 002					
(2) Sr. Stenographers		+ 11,936	- 11,936		
Position Number 001		+ 11,453		- 11,453	
Position Number 002					

Schedule of Adjustments to Reflect Reorganization  
Page 2

	Executive Office	Administration	Management Services	Standards & Training	Total Adjustment
(1) Sr. Librarian - Position Number 001					
(1) Library Technical Assistant - Position No. 001					
(1) Graphic Artist - Position Number 001					
Sub-total adjustments to transfer Internal					
Support and staff Administration Division					
Sub-total adjustment					
Adjustment to salary savings = 1.971653% of					
sub-total adjustments					
Adjustment to retirement = 14.59% of sub-total					
after salary savings adjusted					
Adjustment to OASDI = 6.05% of sub-total adjust-					
ment after salary savings adjusted					
Adjustment to health benefits @ \$53 X number of					
employees X 12					
Total Adjustment to Personal Services					
	\$-180,091	\$+176,641	\$-58,532	\$+ 61,982	\$ --
	\$-233,124	\$+260,833	\$-154,405	\$+ 29,138	\$- 97,558
	+ 4,596	- 5,143	+ 3,044	- 575	+ 1,922
	- 34,683	+ 37,305	- 22,972	+ 4,335	- 16,015
	- 14,382	+ 15,469	- 9,526	+ 1,798	- 6,641
	- 6,996	+ 9,540	- 5,724	+ 636	- 2,544
	\$-284,589	\$+318,004	\$-189,583	\$+ 35,332	\$-120,836

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1977-78  
Estimated Budget

	<u>Executive Office</u>	<u>Administration</u>	<u>Management Services</u>	<u>Standards &amp; Training</u>	<u>Total</u>
Personal Services					
Salaries & Wages	\$ 313,830	\$ 282,485	\$ 430,405	\$ 483,695	\$1,510,415
Overtime		4,260			4,260
Temporary Help		10,054			10,054
Salary Savings	- 5,338	- 4,829	- 7,116	- 8,132	- 25,415
Staff Benefits	71,879	65,271	95,002	108,219	340,371
Total Personal Services	\$ 380,371	\$ 357,241	\$ 518,291	\$ 583,782	\$1,839,685
Operating Expense					
General Expense	\$ 38,374	\$ 23,412	\$ 14,127	\$ 12,406	\$ 88,319
Printing	42,994	6,996	9,383	6,475	65,848
Communications	14,931	8,607	11,164	26,875	61,577
Travel-in-State	34,222	6,407	30,586	79,096	150,311
Travel-out-of-State	2,540		3,180	2,780	8,500
Facilities Operation	23,761	22,734	29,763	18,522	94,780
Prorated Expense	25,643	34,617	33,335	34,617	128,212
Contractual Services		9,117			9,117
Sub-total	\$ 182,465	\$ 111,890	\$ 131,538	\$ 180,771	\$ 606,664
Equipment	2,048		4,632	4,460	11,140
Totals	\$ 564,884	\$ 469,131	\$ 654,461	\$ 769,013	\$2,457,489

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING.

1976-77

Actual Expenditures

	<u>Executive Office</u>	<u>Administration</u>	<u>Management Services</u>	<u>Standards &amp; Training</u>	<u>Total</u>
Personal Services					
Salaries & Wages	\$ 214,384	\$ 242,533	\$ 441,984	\$ 517,345	\$1,416,246
Overtime		1,223			1,223
Temporary Help	31,023	3,495			34,518
Salary Savings	--	--	--	--	--
Staff Benefits	62,624	54,594	93,672	93,529	304,419
Total Personal Services	\$ 308,031	\$ 301,845	\$ 535,656	\$ 610,874	\$1,756,406
Operating Expense					
General Expense	\$ 38,374	\$ 51,413	\$ 14,127	\$ 12,406	\$ 116,320
Printing	42,994	6,996	9,383	6,475	65,848
Communications	14,930	8,607	11,164	26,875	61,576
Travel-in-State	34,222	6,407	30,586	79,096	150,311
Travel-out-of-State	1,374		128	682	2,184
Facilities Operation	23,761	22,734	29,763	18,522	94,780
Prorated Expense	23,289	31,440	30,276	31,439	116,444
Contractual Services	308	2,414		2,147	4,859
Sub-total	\$ 179,252	\$ 130,011	\$ 125,427	\$ 177,642	\$ 612,332
Equipment	4,076	2,050	219	3,581	9,926
Totals	\$ 491,359	\$ 433,906	\$ 661,302	\$ 792,097	\$2,378,664



## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>BASIC COURSE COMPLETION REQUIREMENTS</b>		Meeting Date October 13-14, 1977
Division Standards & Training	Division Director Approval	Researched By Bobby Richardson
Executive Director Approval <i>W. P. Salinger</i>	Date of Approval 9-23-77	Date of Report September 22, 1977
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

Background

Section 13510 of the Penal Code vests the Commission with the power to adopt and amend rules establishing minimum standards for the training of local peace officers. Acting under authority of this section, the Commission established Regulations 1005 for officers employed by agencies in the regular POST program and S-105 for officers employed by agencies in the specialized program.

Officers employed by agencies participating in the regular and specialized programs are required to complete the Basic Course prescribed for their category. Officers in the regular program attend a Basic Course which may range from 400 to 960 hours. Officers in the specialized program attend a course which may range from 200 to 630 hours. The Basic Course as presently approved by the Commission consists of 200 hours instruction on core subjects.

A staff report developed in 1972 recommended that minimum hours to cover core subject matter be expanded from 200 to 400 hours. The 400-hour course was to contain a required subject core with additional, structured, locally tailored instructional blocks. As plans for the new Basic Course core curriculum were being developed, a new concept in training emphasizing performance objectives was approved by the Commission. Plans for a 400-hour Basic Course were tabled in anticipation of a changeover to performance objectives.

The changeover, however, has taken longer than anticipated. In the interim, academies have added requirements which greatly exceed the requirements established by POST. Some of the academy-established physical fitness and agility requirements are now under attack, causing problems for academies and POST.

For example, POST is faced with a problem of students contesting their failure in the Basic Course for subject matter which is not part of the core subjects established by the Commission. Students contend that because the failure occurred in non-POST required subject matter, they should be eligible for the POST Basic Certificate upon satisfactory completion of the required 200 hours training and one year probation. Attached is a letter from Alex Pantaleoni which describes potential problems in this area.

Utilize reverse side if needed

Most of the failures to date involve a portion of an academy's physical fitness and agility training program. In almost all the matters under appeal, the student is either affiliated with a law enforcement agency or is under consideration for employment with a law enforcement agency or is under active consideration for employment. Many students are supported in their appeal by a chief of police or sheriff who maintains that the academy is using non-POST established requirements to reject employees (which may result in limiting their reimbursement) and/or limiting the number of their prospective applicants for employment.

Some of the failures may involve non-validated, non-job-related physical achievement requirements which could eventually cause POST to become involved in law suits arising out of variance with FEPC and EEOC guidelines.

In the past, POST has not been actively involved in establishing and validating physical training requirements for the Basic Course. In general, these requirements have been established independently by academies. POST has become involved only when a complaint was lodged concerning an obviously excessive or unreasonable physical achievement requirement. POST staff normally deals with problems of this nature by working with the academy and/or academy advisory board in modifying the requirement.

All the protests received to date have concerned community college operated academies. Agency academies may become involved if they accept trainees from other police agencies and the academy standards/requirements for physical achievement exceed the needs of the user agency. Problems of this nature may be resolved by the user agency selecting an academy with acceptable physical training standards. Until recently, very few protests concerning non-POST required training had been received and staff was successful in working out the few problems it had on an individual academy basis. Recently, however, the number of failures appears to have increased and the attitudes of academy directors/coordinators concerning academy imposed requirements have become more firm. Attached is correspondence concerning two recent examples of how this problem was successfully handled with the cooperation of the academies. Attached also is a description of POST policy covering "Waiver for Basic Training." Efforts by POST in dealing with these failures have been limited to dealing with the symptoms of the problem, primarily for the lack of comprehensive Commission policy guidelines.

## ANALYSIS

Physical fitness and agility training is not part of the POST minimum curriculum. Under current State and Federal guidelines (FEPC and EEOC), any such requirement is subject to litigation, possibly requiring validation and/or a showing of job relatedness. Since POST certifies basic academy programs, including academy imposed requirements, POST could become involved in FEPC and EEOC

litigation. This could result from POST denying a student a Basic Certificate because of the failure of a non-POST established segment of the Basic Course, e.g., physical fitness and agility achievement.

Insofar as community college operated academies are concerned, the status of non-academic standards under the Education Code is uncertain. The Chancellor's Office and State Department of Finance have informally indicated that physical fitness and agility achievement requirements are related to the employment selection procedures of law enforcement agencies and testing in this area would be outside the responsibility of the community college system.

Both the Chancellor's Office and State Department of Finance have recommended that, insofar as community college academies are concerned, physical fitness and agility testing should have no effect on academic standing or successful completion of the Basic Course. They further recommend that such testing be left to employing jurisdictions or, if performed at all as part of the Basic Course, be done for informational and diagnostic rather than disqualification purposes.

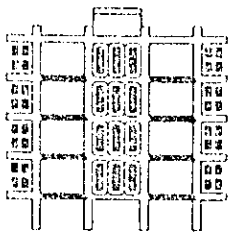
A closely related issue is that of POST subvention of physical fitness and agility training in the basic academy. These academy imposed physical fitness and agility training requirements comprise from 0 to 90 hours of instruction. In most instances, this training is an addition to the 400 hours of classroom instruction and is done so with the approval of the local academy advisory board. However, in those academies where it is a part of the 400 hours paid for from the POTF, students are receiving somewhat less in required subject instructional hours than recruits at academies which give at least 400 hours of academic instruction for 400 hours reimbursement.

In assessing the problem, staff identified several alternative solutions to the problem. POST could:

1. Modify the conditions of Basic Course certifications to exclude physical achievement testing requirements.
2. Require as a condition of certification that community college academies follow the informal recommendations of the Chancellor's Office and State Department of Finance concerning physical fitness and agility achievement.
3. Maintain that community college academy imposed requirements are a response to local needs, continue to certify academy programs as in the past, and attempt to resolve physical training-related problems as they arise on an individual basis.
4. Require that community college academies, as in the past, attest that students have met minimum POST requirements upon satisfactory completion of the curriculum established by the Commission. Failure of additional academy imposed requirements are a matter to be resolved between the student, the employing agency, and the academy.

5. Develop and validate job-related physical training requirements for implementation in the Basic Course.

In addition to the above alternatives, the Commission may wish to consider whether it will continue to subsidize physical fitness and agility training.



HRH/BD

WALTER M. GARCIA  
DISTRICT SUPERINTENDENT  
PRESIDENT

LEONARD A. GRANDY  
ASSISTANT SUPERINTENDENT  
VICE PRESIDENT  
ADMINISTRATIVE AFFAIRS

DON JENKINS  
VICE PRESIDENT  
ACADEMIC AFFAIRS

RIO HONDO COLLEGE

3600 WORKMAN MILL ROAD • WHITTIER, CALIFORNIA 90608 • PHONE 692-0921

November 17, 1976

ADMINISTRATION OF JUSTICE CENTER

Glen Fine, Executive Secretary  
POST Advisory Committee  
Commission on Peace Officer  
Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, California 95823

Dear Glen:

An issue will be coming up in the near future that requires a great deal of study. I would recommend that this be considered at the earliest time by the Advisory Committee and thereafter by the Commission. I plan on placing this on the California Academy Directors' Association agenda as well.

The issue revolves around the establishment by POST of minimum training standards which may be exceeded by individual academies. This policy has been in existence for years and it is just recently that the problem has come up. It will probably aggravate itself once the basic revision is finalized.

An example of the problems created might be as follows:

- Example One - POST currently only requires 200 hours of training. Most academies are 400 hours or considerably in excess. What is the status of a recruit who is dropped by an academy but has completed the minimum subjects and hours and desires to be certified and in this case does it make any difference if the agency concurs or if the academy objects?
- Example Two - Several academies require for successful completion standards and criteria which are not part of the POST recommended minimums, i.e., English, physical proficiency, swimming, etc. What is the legal status of a cadet officer who fails in these areas and still demands to be certified by POST inasmuch as he/she has successfully completed minimum requirements?
- Example Three - In several academies, cadets are frequently dropped for attitude, deficiencies, immaturity, personal biases, etc. If one of these cadets completed the minimum requirements and the agency or the individual requested certification, what would be the reaction of the POST Commission?

BOARD  
OF  
TRUSTEES

CLIFFORD G. DOBSON  
MARILEE MORGAN

J. SPURGEON FINNEY  
CARLOS RODRIGUEZ

WILLIAM M. LASSLEBEN, JR.


November 17, 1976

Example Four -On certain occasions, POST minimum standards are exceeded by a certified course. When the presenter of the course prepares the request for the offering he must adhere to the certification which contains possibly more hours than the POST minimum. In this case POST had demanded the academy to adhere to its certification and have the students complete all of the requirements. While at this time I know of no student objecting, the problem may very well arise when the student challenges the completion of the course upon completion of minimum POST requirements. This specific area deals with the 80 hour POST minimum Supervision course when the presenter offers 104 hours. Are those excess 24 hours negotiable?

As you can see, there are far reaching ramifications which probably will occur when minimum success criteria have been recommended by POST for the basic revision and some academies will either increase the success criteria or add additional basic objectives. It may occur that cadet officers may complete minimum recommended standards and be eligible for a POST certificate and still fail an academy. This would create considerable confusion. The individual academy (either agency operated or college affiliated) should have its independence maintained and if so it may raise the question as to which is more valid, the POST completion or the academy completion. One without the other is bound to create problems.

Accordingly, I hope we may consider this matter at the earliest possible opportunity.

Yours very truly,

  
C. A. PANTALEONI  
Chairperson  
Department of Public Service

CAP:fh

cc: Rio Hondo College Advisory Committee  
CADA Executive Board

## WAIVER FOR BASIC TRAINING

A waiver for basic training as permitted by Section 1008 shall be based upon the documentation of a person's previous training and successful completion of the BCEE, including required "make-up" of those modules of the examination not passed.

The waiver for basic training pertains to persons presently or previously employed in the following categories:

- o Reserve Peace Officers
- o Out-of-State Peace Officers
- o Specialized Peace Officers
- o Military Police and/or Military Investigative Personnel
- o Non-Certificated Previously Employed, California Peace Officers

The following conditions must exist in order to request or obtain a waiver for basic training as provided in Regulation 1008:

- o A request for a waiver of basic training must be in behalf of an actual or prospective employee made by the department head or his designee.
- o The person concerned must be employed by a police or sheriff's department or reachable on a current employment list (or otherwise eligible for appointment).
- o The person must have a minimum of education and training equivalent to the numbers of hours presently required in the POST Basic Course in the same category areas, as determined through evaluation of documentation acceptable to POST.
- o The equivalency evaluation is made of all documentation, supplemented by administration of the BCEE.
- o Proof of completion of the training required by 832 PC, 217 H&S Code and 12403 PC.

The provisions of 832.3 PC must also be observed.

No training points will be granted by POST for successful completion of the BCEE.



# CITY OF CYPRESS

5275 ORANGE AVENUE, CYPRESS, CALIFORNIA 90630 | AREA CODE (714) 828-9390



July 21, 1977

Ms. Beverley J. Clemons  
Staff Services Supervisor  
Administration Division  
Commission on Peace Officer Standards & Training  
7100 Bowling Drive, Suite 620  
Sacramento, California 95823

Subject: Laura Rivera/Linda Johnson

Dear Ms. Clemons:

Pursuant to our telephone discussion regarding employee Laura Rivera and ex-employee Linda Johnson, I have given the matter a lot of thought and consideration and have formed an opinion. In order to substantiate my opinion, I will cite the cases of Rivera and Johnson to the best of my recollection.

In June, 1976, Rivera and Johnson were employed as police officers, Johnson in an Office of Traffic Safety Grant position and Rivera in a regular police officer position. Both employees were sent to Rio Hondo College Police Academy, a P.O.S.T. sponsored school. During the training, Johnson was injured and missed several weeks of physical and self-defense training. Rivera attended all sessions; however, at the end of the Academy class, Rivera failed to pass the physical fitness requirements of the Academy. Johnson was still injured and did not take any further physical fitness qualification tests. At this time I was prepared to release Rivera due to her failure to pass the physical fitness requirements and to insist that Johnson return to the Academy upon release by her doctor to complete the physical requirements. Both Johnson and Rivera obtained an attorney and through negotiations with the City of Cypress' attorney, neither subject was discharged. The next few weeks brought about a long series of discussions and negotiations with Rivera and Johnson concerning their claims that the physical fitness test was discriminatory towards women.

During this time I consulted with P.O.S.T. by telephone in an attempt to gain support in answer to the discriminatory charges by Rivera and Johnson. I was informed by representatives of P.O.S.T. that P.O.S.T. did not require any physical fitness qualifications other than requirements for entry, that P.O.S.T.

680  
725-7  
COMMISSION ON POST  
JUL 25 5 53 PM '77



was not involved with the requirements established by the Rio Hondo Academy. (At this point I should state that I support physical fitness qualifications and would urge P.O.S.T. to establish a minimum requirement as soon as possible.) Continuing, I again, at a Rio Hondo Academy Advisory meeting with representatives of several police departments and a representative of P.O.S.T. in attendance, asked the representative of P.O.S.T. about the physical fitness requirements and asked for their support if court litigation was involved concerning the claims of Rivera and Johnson. I was again informed that there was nothing that P.O.S.T. could do concerning the physical fitness qualifications and that his only concern was that potential police candidates complete the required hours as listed in the P.O.S.T. manual. Again, the problem was prolonged and conversations were held with Rivera and Johnson, their attorneys and the attorney for the City of Cypress. The Academy maintained that Johnson had not completed, due to her injury, several hours of self-defense, weapons training, etc. Johnson was sent to the Academy and a letter is on file that she eventually completed those subjects. Both Johnson and Rivera were eventually given another physical fitness qualification test by the Academy and both failed. To make a long story come to a swift conclusion, a year went by and eventually the attorneys reached an agreement that the City of Cypress would not require any further physical fitness qualification test by either Rivera or Johnson and that I as the Police Chief was to apply to P.O.S.T. for certification of both Rivera and Johnson.

We are now up to date where you entered the picture. As you know, I submitted a request for an application for certification of both Johnson and Rivera resulting in your telephone conversation with me and your comments about a letter from Rio Hondo College establishing that both Rivera and Johnson had completed the required P.O.S.T. hours. I contacted Mr. John Metcalf at Rio Hondo Academy and requested a letter from the Academy indicating that they had completed the above required hours. I then received a letter (attached) from Mr. C. A. Pantaleoni, Chairperson, concerning Ms. Laura Rivera which does not indicate she completed the required hours but indicates that she failed a required portion of the Basic Recruit Academy and received a "W" grade. At this point I must join with Ms. Rivera and feel that we are receiving a "run around" from the Basic Recruit Academy and P.O.S.T. I called Mr. Metcalf and was advised that the "W" grade stood for withdrawal. Mr. Metcalf indicated that this was a standard procedure in order to give the students an opportunity to return to the Academy and complete the needed hours without receiving an "F" or failure. I would point out that she did not withdraw from the Academy and did in fact complete all required P.O.S.T. subjects while attending the Academy. She did not pass the physical fitness qualification test which again I must point out is not required by P.O.S.T. The letter from Mr. Pantaleoni does indicate that she attended 466 hours and based upon my above statements, a Basic P.O.S.T. certificate should be issued immediately to Laura Rivera. Ms. Johnson is no longer employed by us but it is felt that if she returns to law enforcement that she also has completed the required P.O.S.T. hours for certification.

Ms. Beverley J. Clemons  
Commission on Peace Officer Standards & Training

July 21, 1977

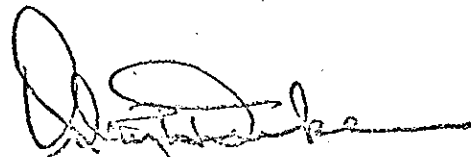
Page 3

Again, I want to point out that it is my personal opinion that physical fitness qualification is an important part of training for a police officer. I believe that P.O.S.T. should establish physical fitness criterias and include them in their Basic P.O.S.T. certification program. I agree with the Academy's method of instruction and physical requirements. However, it is obvious that there are some legal problems, particularly involving female officers. It is apparent to me that our attorneys believed that the physical fitness qualification test could be discriminatory and so advised. At this point the decision was reached that the City of Cypress would not defend the physical fitness qualification test as far as candidates Rivera and Johnson were concerned, keeping in mind that P.O.S.T. would not support the City as far as a physical requirement was concerned. I think it is obvious that a review of the minimum P.O.S.T. requirements should be conducted and passing grades should be established on each and every subject while potential police officers are attending the Academy and that a pass/fail grade should be given to the required subjects including a physical fitness requirement.

During our conversation the subject of an examination for Rivera was discussed and I feel that the examination is unnecessary and not required as Rivera has already completed the required P.O.S.T. hours.

It is again requested that Rivera and Johnson be issued a Basic P.O.S.T. certificate based on the above statements and information.

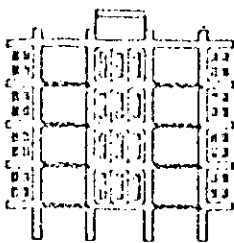
Sincerely,



ORBRELY L. DUKE  
Chief of Police

OLD:am

Attached



HR/EO

931 8 1977

WALTER M. GARCIA  
DISTRICT SUPERINTENDENT  
PRESIDENT

LEONARD A. GRANDY  
ASSISTANT SUPERINTENDENT  
VICE PRESIDENT  
ADMINISTRATIVE AFFAIRS

DON JENKINS  
VICE PRESIDENT  
ACADEMIC AFFAIRS

RIO HONDO COLLEGE

2500 WORKMAN MILL ROAD • WHITTIER, CALIFORNIA 90608 • PHONE 692-0921

July 13, 1977

ADMINISTRATION OF JUSTICE CENTER

Chief O. L. Duke  
Cypress Police Department  
5275 Orange Avenue  
Cypress, California 99630

Re: Laura Rivera

Dear Chief Duke:

Pursuant to your request regarding the efforts of Ms. Laura Rivera in the Basic Police Recruit Academy, I am pleased to respond as follows: Ms. Rivera entered on June 11, 1976 and continued in the course through August 30, 1976. She failed a required portion of the Basic Police Recruit Academy and received a W grade. She attended for 466 hours and unfortunately her performance was unsatisfactory and not keeping with the standards required at this academy. We had no choice but to fail her.

I am enclosing a schedule and a class announcement so that you can see what subject materials and training she attended.

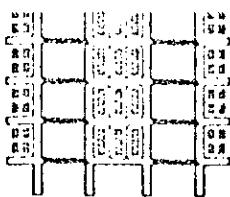
Yours very truly,

C. A. PANTALEONI  
Chairperson  
Department of Public Service

CAP:fh

Enclosures

cc: Ted Morton  
POST



HR/EO

RIO HONDO COLLEGE  
August 4, 1977

3600 WORKMAN MILL ROAD • WHITTIER, CALIFORNIA 90608 • PHONE 692-0921

ADMINISTRATION OF JUSTICE CENTER

Mr. George Williams  
Commission on Peace Officer  
Standards & Training  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

Re: Laura Rivera - Cypress P.D.

Dear George:

Per your request, I am pleased to review the performance of Ms. Rivera.

Passage of the Rio Hondo Basic Police Course requires successful completion of numerous phases of instruction. Failure of any segment results in failure of the course. Her records reflect as follows:

A.J. 40 Basic Police Course

1st block exam 80.28  
2nd block exam 90.87  
3rd block exam 94.20  
4th block exam 86.35  
5th block exam 81.64  
6th block exam 88.77

Firearms:

Camp Perry 272  
Combat Course 270

First Aid - 86.92

Physical Fitness Qualification 42.00; 50.00; 58.00 = Failure  
Grade for course - F, changed to W

A.J. 13 Effective Written Communications

First English Test - 94.00  
Second English Test - 86.00 Grade earned - A


Psych. 20 - Psychology for Self Appraisal

Test Score - 90.00 Grade earned - A

Total hours attended - 466

Accordingly you can see that she failed only one integral requirement and passed the others.

I hope this information is of assistance.

  
C.A. PANTALEONI, Chairperson  
Dept. of Public Service

CAP:fs

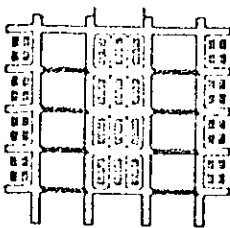
BOARD  
OF  
TRUSTEES

CLIFFORD G. DORSON  
MARILEE MORGAN

J. SPURGEON LINNEY  
CARLOS RODRIGUEZ

WILLIAM M. LASSEBEN, JR.

DISTRICT SUPERINTENDENT  
PRESIDENT  
LEONARD A. GRANDY  
ASSISTANT SUPERINTENDENT  
VICE PRESIDENT  
ADMINISTRATIVE AFFAIRS  
DON JENKINS  
VICE PRESIDENT  
ACADEMIC AFFAIRS



HRI/60

WALTER M. GARCIA  
DISTRICT SUPERINTENDENT  
PRESIDENT  
LEONARD A. GRANDY  
ASSISTANT SUPERINTENDENT  
VICE PRESIDENT  
ADMINISTRATIVE AFFAIRS  
DON JENKINS  
VICE PRESIDENT  
ACADEMIC AFFAIRS

RIO HONDO COLLEGE  
August 4, 1977

3600 WORKMAN MILL ROAD • WHITTIER, CALIFORNIA 90608 • PHONE 692-0921

ADMINISTRATION OF JUSTICE CENTER

Mr. George Williams  
Commission on Peace Officer  
Standards & Training  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

Re: Linda Johnson - Cypress P.D.

Dear George:

Per your request, I am pleased to review the performance of Ms. Johnson.

Passage of the Rio Hondo Basic Police Course requires successful completion of numerous phases of instruction. Failure of any segment results in failure of the course. Her records reflect as follows:

A.J. 40 Basic Police Course

Firearms

1st block exam 93.04  
2nd block exam 95.63  
3rd block exam 98.55  
4th block exam 94.03  
5th block exam 84.79  
6th block exam 94.34

Camp Perry 243  
Combat Course 254

First Aid - 85.83

Physical Fitness Qualification 42.00; Injured; Injured = Failure  
Grade for course - I changed to W

A.J. 13 Effective Written Communications

First English Test - 99.00  
Second English Test - 96.00 Grade earned - A

Psych. 20 - Psychology for Self Appraisal

Test Score 98.00 Grade earned - A

Total hours attended - 510

Accordingly, you can see that she failed only one integral requirement and passed the others.

I hope this information is of assistance.

*C. A. Pantaleoni*  
C. A. PANTALEONI, Chairperson  
Dept. of Public Service

CAP:fs

BOARD  
OF  
TRUSTEES

CLIFFORD G. DORSON  
MARILL MORGAN

J. SPURGLON FINNEY  
CARLOS RODRIGUEZ

WILLIAM M. LASSLEREN, JR.

August 26, 1977

Ortbrey L. Duke  
Chief of Police  
5275 Orange Avenue  
Cypress, California 90630

Dear Chief Duke:

Your letter to Ms. Clemons concerning the training of Laura Rivera and Linda Johnson has been referred to me for reply.

Recently, I discussed the training of these persons with staff members of the Rio Hondo College Administration of Justice Center. I have been informed by Mr. C.A. Pantaloni, Chairperson, Department of Public Service, that although Ms. Rivera and Johnson failed the Basic Academy Course due to the failure of the physical fitness qualification, satisfactory scores were attained by the trainees on all other provisions of the Basic Course.

Inasmuch as the Commission's minimum standards for basic training do not include physical training, and since these trainees successfully completed all other portions of basic training, we deem them to have satisfied the training requirements established by the Commission. We will issue Ms. Rivera and Johnson the POST Basic Certificate.

We believe the problem of these officers' training has been alleviated. If you have any questions regarding this matter, please feel free to contact me at any time.

Sincerely,

GEORGE W. WILLIAMS, Chief  
Staff Services Bureau  
Administration Division

GWW:ck

bcc: C. A. Pantaloni, Rio Hondo College  
Standards and Training Division  
Beverley Clemons

# CITY OF HUGHSON

P. O. BOX 8  
TELEPHONE 883-4054  
7018 PINE STREET  
HUGHSON, CALIFORNIA 95328

WILLIAM GARLINGTON  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 BOWLING DRIVE  
SACRAMENTO, CALIFORNIA  
95823

Aug 10 9 40 AM '71  
COMMISSION ON POST

Dear Sir,

One of my officers, Robert Schauer, recently completed the Basic Academy class at the Regional Criminal Justice Training Academy, Modesto Junior College West. The class was May 2 through July 29. Graduation was slated for July 29. On July 28 the physical training test, final, was given and my officer was informed he had failed to pass that portion of the training. They sent him back to the department and advised him to inform me he would not be graduating with his class and would not be allowed to take part in the graduating exercises. Contact with Alphy Johnson and Larry Roskins at the academy proved fruitless. They told me there was no exceptions and Officer Schauer would not be allowed to graduate nor would he receive a certificate.

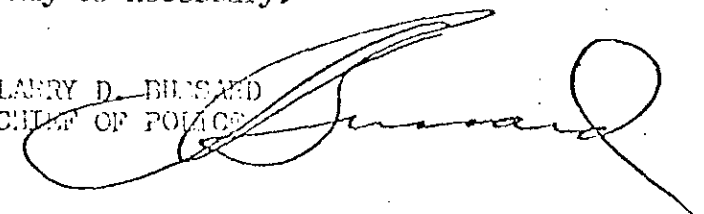
It should be noted Bob was in the top 10% of his class academically and was tied up until the 28th for top gun.

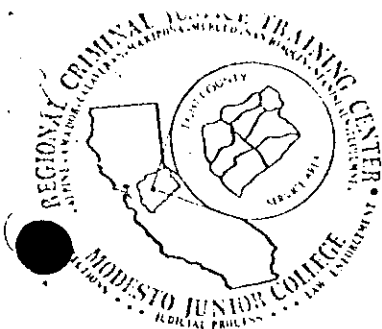
I am not that familiar with just what P.O.S.T. dictates regarding required physical training but I feel a pass-fail situation such as this one was is very unfair both to the officer and the department. The officer passed the requirements to enter police service for the city of Hughson and has proven his ability on the street. He is a large man at 6'2" and 245lbs and may not be as physically agile as the academy staff feels he should be but I would match his stamina and physical ability against any of them.

I have a small department of just seven men. I sent a man I could ill afford to lose to a basic academy for three months to complete the training P.O.S.T. says he must have. I did not send him to school to pass or fail, I sent him to be trained. As far as the city is concerned he is what they want and is a police officer for the city. He has competed for the job and has been hired. I do not feel it is up to the academy to say whether a man can continue in the career he has chosen and has worked hard to get into or not based on a pass-fail physical test.

My main concern other than the obvious disappointment of the officer in not being able to graduate with his classmates is the effect this will have on his basic status and the reimbursement for training expenses. To repeat that portion of the training will produce a great hardship for the department and the officer. I would appreciate hearing from you on this matter and advise on any alternative measures that may be necessary.

LARRY D. BILSAND  
CHIEF OF POLICE





# REGIONAL CRIMINAL JUSTICE TRAINING CENTER

P.O. BOX 4065  
2201 BLUE GUM AVENUE  
MODESTO, CALIFORNIA 95352  
TELEPHONE (209) 526-2000

August 17, 1977

Mr. George Williams  
Commission on Peace Officer  
Standards and Training  
7100 Bowling Drive  
Sacramento, California 95823

Dear George:

Enclosed are the score sheets which reflect the total number of score points of subject areas taught in the Criminal Justice Training Center Police Academy. This score sheet reflects the total for Robert W. Schauer who failed the Basic Academy Course due to failure of the midterm and final examination for Physical Training.

If I can provide additional information on this person for the purposes of employment evaluation, please let me know.

Sincerely,

Jack McArthur, Associate Dean  
Criminal Justice

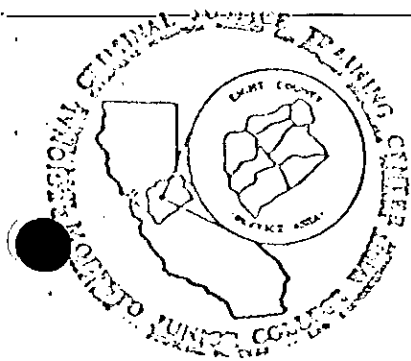
JMc/fw

Enclosure

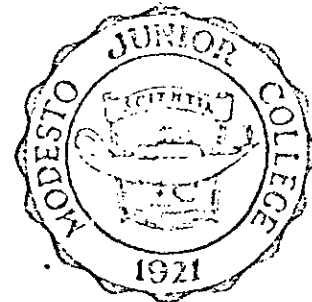
Aug 16 10 59 AM '77

COMMUNICATIONS SECTION





ADMINISTRATION OF JUSTICE DEPARTMENT  
REGIONAL CRIMINAL JUSTICE TRAINING CENTER  
MODESTO JUNIOR COLLEGE



NAME SCHAUER, Robert W.

I.D. NO. 572-74-5243

AGENCY Hughson P.D.

Subject	Test Date	No. of Responses	No. of Correct Responses	Percentage
<u>INTRODUCTION TO LAW ENFORCEMENT</u>				
*A. Ethics and Professionalism	5/12	35	32	91
*B. Criminal Justice System	5/13	25	21	84
C. Classroom Notetaking				
Block Total		60	53	88
<u>CRIMINAL LAW</u>				
*A. Criminal Law (Penal Code)	5/20	49	45	92
*B. Laws of Arrest	5/20	30	28	93
C. Gun Control Laws	5/20	59	55	93
Block Total		138	128	93
<u>CRIMINAL EVIDENCE</u>				
*A. Rules of Evidence	6/1/77	35	33	94
*B. Search and Seizure	6/1/77	49	46	94
Block Total		84	79	94
<u>ADMINISTRATION OF JUSTICE</u>				
*A. Court Organization & Procedure	5/31	22	21	96
*B. Courtroom Demeanor & Testifying	5/31	16	16	100
Block Total		38	37	97

Subject	Test Date	No. of Responses	No. of Correct Responses	Percentage
<u>CRIMINAL INVESTIGATION</u>				
*A. Assault Cases	6/14	10	6	60
*B. Auto Theft Cases	6/14	28	18	64
*C. Burglary Cases	6/14	10	10	100
*D. Collection, ID, & Pres. of Evid.	6/14	9	9	100
*E. Injury, Death, & Homicide	6/14	28	21	75
*F. Interviews & Interrogations	6/14	10	8	80
*G. Preliminary Investigation				
*H. Robbery	6/14	5	4	80
*I. Sex Crimes	6/14	23	12	52
*J. Theft & Receiving Stolen Prop.	6/14	12	10	83
*K. Narcotics & Dangerous Drugs	6/14	70	62	89
*L. Crime Scene Recording	6/14	14	13	93
M. Fingerprints				
N. Fraudulent Checks	6/14	7	6	86
O. Practical Field Problems				
Block Total		226	179	79
<u>COMMUNITY POLICE RELATIONS</u>				
*A. Discretionary Decision Making	5/13	10	9	90
*B. Role of Police in Society	5/13	8	6	75
*C. Police Comm. Relations Program				
*D. Race & Ethnic Group Relations	5/13	29	24	83
*E. Press Relations	5/13	5	5	100
*F. Local Community Rel. Programs				
*G. Human Relations	5/13	5	5	100
*H. Role Playing Demonstration				
I. Police Interaction Seminar				
Block Total		57	49	86

Subject	Test Date	No. of Responses	No. of Correct Responses	Percentage
<u>CONTROL PROCEDURE</u>				
*A. Liquor Law Violations	7/27	19	18	95
*B. Disord. Conduct & Disturb. Cases	7/27	10	8	80
*C. Domestic Comp. & Civil Disputes	7/27	14	12	86
*D. Field Notetaking	7/27	7	7	100
*E. Mental Illness Cases	7/27	23	21	91
*F. Patrol & Observation	7/27	20	17	85
*G. Intoxication Cases				
*H. Report Writing				
*I. Crowd Control & Disaster Training				
*J. Missing Persons	7/27	6	4	67
*K. Tactics for Crimes in Progress	7/27	7	4	57
*L. Telecommunications	7/27	5	5	100
*M. Vehicle Stops (Criminal)				
N. Jail Procedures				
O. Bomb Procedures	7/27	4	3	75
P. Family Crisis Intervention	7/27	7	6	86
Block Total		122	105	86
<u>TRAFFIC CONTROL</u>				
*A. Traffic Control (Directing)				
*B. Drunk Driving Cases	7/27	11	10	91
*C. Citations: Mech. & Psychology	7/27	6	6	100
*D. Driver Training	7/27	3	3	100
*E. Traffic Accident Investigation	7/13	100	83	83
*F. Traffic Laws (Vehicle Code)	7/27	5	4	80
*G. Vehicle Pullovers (Traffic)	7/27	8	8	100
H. Intoxilizer Training				
I. Case Problems in Accident Invest.				
Block Total		133	114	86

Subject

Test Date

No. of  
ResponsesNo. of  
Correct  
Responses

Percentage

JUVENILE PROCEDURES

\*A. Juvenile Laws &amp; Procedures

5/31

76

66

87

Block Total

76

66

87

DEFENSIVE TACTICS

\*A. Arrest &amp; Control Techniques

\*B. Defensive Tactics

\*C. Transporting Prisoners

D. Baton Training

7/27

10

10

100

7/27

12

10

83

Block Total

22

20

91

FIREARMS

\*A. Legal Aspects &amp; Policy

\*B. Range &amp; Special Weapons

\*C. Chemical Agent Training

\*D. Firearms Safety, Fam. &amp; Main.

\*E. Night Firing

\*F. Firearms: Shoot-Don't Shoot Prog.

7/23

40

36

90

Block Total

280

250

91

FIRST AID

\*A. First Aid

C.P.R.

7/8

100

100

100

7/8

100

100

100

Block Total

200

200

100

Fail

Fail

OVERALL TOTALLETTER GRADEF (Failed Physical Training)

August 26, 1977

Larry D. Eussard  
Chief of Police  
P. O. Box 8  
Houghson, California 95326

Dear Chief Eussard:

Your letter to Mr. Carlington concerning the training of Robert W. Schauer has been referred to me for reply.

Recently, I discussed Mr. Schauer's training with staff members of the Modesto Regional Criminal Justice Training Center. I have been informed by Mr. Jack McArthur, Associate Dean, Criminal Justice, that although Mr. Schauer failed the Basic Academy Course due to the failure of the mid-term and final examination for physical training, satisfactory scores were attained by Mr. Schauer on all other provisions of the Basic Course.

Inasmuch as the Commission's minimum standards for basic training do not include physical training, and since Mr. Schauer successfully completed all other portions of basic training, we deem him to have satisfied the training requirements established by the Commission. After one year of satisfactory service as a peace officer, upon receipt of an acceptable application for the Award of POST Certificate (form 2-115), we will issue Mr. Schauer the POST Basic Certificate.

Larry D. Bussard

(2)

August 26, 1977

We believe the problem of Mr. Schauer's training has been alleviated. If you have any questions regarding this matter, please feel free to contact me at any time.

Sincerely,

GEORGE W. WILLIAMS, Chief  
Staff Services Bureau  
Administration Division

GWW:ck

cc: Jack McArthur, Modesto Regional Criminal Justice  
Training Center  
Standards and Training Division  
Beverley Clemons

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>REGULATION CHANGE - 1005(a)</b>		Meeting Date <b>October 13, 1977</b>
Division <b>Executive Office</b>	Division Director Approval	Researched By <b>Glen E. Fine</b>
Executive Director Approval <i>W. R. Darlington</i>	Date of Approval <i>September 7, 1977</i>	Date of Report <b>September 6, 1977</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		

BACKGROUND

POST Regulation 1005(a)(1) currently requires that trainees "meet the requirements of Section 832.3 PC". This Penal Code statute requires that officers complete a course of training approved by POST. The only document which actually defines basic training requirements is POST Bulletin 74-16.

Confusion has been created for some administrators and training officers regarding the basic training requirement. With the passage of time, some new administrators are unaware of the provision of Bulletin 74-16. Because of the void in POST regulations, POST staff have informally applied the pertinent provisions of the Bulletin as though they amounted to regulations.

Bulletin 74-16 contains provisions that, because of their significance, should be set forth as regulations. These major provisions are:

Determination that peace officers enumerated in Section 832.3 PC must complete the Basic Course before exercising peace officer powers.

Provision of exception for elected Chiefs and Sheriffs to allow them to comply with 832.3 PC by completing the Sheriffs' Orientation Course.

Establishment of a POST-approved Field Training Program to provide temporary peace officer powers for recruit officers.

A 90-day time limit for enrollment of recruit officers in the Basic Course.

It is proposed that Regulation 1005(a) be modified to incorporate provisions of Bulletin 74-16 with the PAM Regulations and Procedures. On July 29, the Commission approved a public hearing for this purpose.

Attachment A contains the proposed new language of 1005(a) which is subject to public hearing.

Attachment B is a proposed new PAM procedure which describes the Field Training Program. The procedure does not require public hearing.

Attachment C, a copy of PC Section 832.3, is included for reference purposes only.

Utilize reverse side if needed

## ANALYSIS

The attached new language for Regulation 1005(a) and the attached new PAM Procedure D-15 would, if approved by the Commission, formally establish POST policy that has been contained in Bulletin 74-16. No changes in working policy would be effected. However, in considering adoption of the regulations and procedure, the Commission should review three policy provisions in the attachments.

1. Elected Chiefs and Sheriffs may comply with 832.3 PC by completing the Sheriffs' Orientation Course.
2. Section 15.3 of the PAM procedure that grants peace officer authority to untrained recruits assigned to non-patrol functions.
3. The 90-day time limit for enrolling a recruit officer in an academy.

## ALTERNATIVES

1. The Commission may wish to eliminate the exceptional provision for elected Chiefs and Sheriffs. A review of the law indicates the course of training to be approved by POST should be directly relevant to the exercise of peace officer powers and the general prevention and detection of crime (832.3 PC). The Sheriffs' Orientation Course is management oriented and it can be argued it has no relationship to legislative intent. Eliminating this provision is also compatible with the Commission's policy articulated in March 1977 that requires chiefs of police to meet the same requirements as all other officers for purposes of obtaining the POST Basic Certificate.
2. The Commission should also consider deleting that provision of the Field Training Program which, in essence, grants peace officer authority to untrained recruit officers who are initially given station or jail assignments. This provision may go beyond the authority granted to POST by legislation.
3. The Commission should be prepared to review its policy establishing the 90-day time limit for enrollment of recruits in the Basic Course. In practice, the 90-day time limit works reasonably well. Academies are available within that time frame and most chiefs and sheriffs have accepted the Regulation. A few administrators have complained, however, and may ask the Commission to reconsider the time limit.





COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

September 12, 1977

BULLETIN:

77-4

Subject:

NOTICE OF PUBLIC HEARING

In accordance with the provisions of the Administrative Procedure Act and pursuant to the authority vested by Section 11422 of the Government Code, NOTICE IS HEREBY GIVEN that a hearing will be held by the Commission on Peace Officer Standards and Training on proposed changes in Regulation 1005 a. The hearing will precede the regular POST Commission meeting scheduled in October.

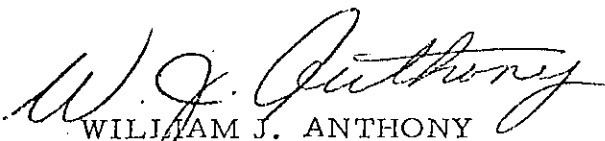
Hearing Date: THURSDAY, OCTOBER 13, 1977  
10 a.m. - Date Grove Room  
Palm Springs Riviera Hotel  
1600 North Indian Avenue  
Palm Springs, California

Unless contrary action is taken by the Commission following the public hearing, the regulation change will serve principally to formalize existing POST policies regarding basic training and field training programs. The principal purpose of the hearing is to incorporate the essential provisions of POST Bulletin 74-16 into POST Regulations.

You are urged to carefully review the proposed regulation change and communicate your views to the Commission. Written suggestions for approval or change will be accepted only if submitted prior to the hearing.

The proposed change has been submitted to all law enforcement organizations. All interested persons are cordially invited to attend the hearing.

The Commission on Peace Officer Standards and Training has determined there is no provision in these regulations requiring an additional cost to any unit of local government; nor do the regulations mandate a new program or increased level of service on any unit of local government; nor do the regulations obligate the State to make any payment to any unit of local government as set forth in Section 2231 of the Revenue and Taxation Code.

  
WILLIAM J. ANTHONY  
Chairman

Commission on Peace Officer Standards and Training  
PROPOSED REGULATION CHANGE  
October 13, 1977

1005. Minimum Standards for Training

(a) Basic Course (Required)

New  
(to be added)

Penal Code Section 832.3 requires that officers of cities, counties and districts complete a course of training approved by the Commission on Peace Officer Standards and Training before exercising the powers of a peace officer. The course of training approved by the Commission is:

For elected sheriffs and elected chiefs of police:  
The Basic Course or the Sheriff's Orientation Course.

For all other officers:  
The Basic Course.

Penal Code Section 832.3 further provides that officers who have not completed an approved course may exercise the powers of a peace officer while participating as trainees in a field training program approved by the Commission on Peace Officer Standards and Training.

Delete

- (1) ~~Each and every trainee employed by a county sheriff's department, city police department or district authorized by statute to maintain a police department shall meet the requirements of Section 832.3 P.C.~~

New

- (1) Every officer, except those participating as trainees in a POST approved field training program, shall be required to satisfactorily meet the training requirements of the Basic Course before being assigned duties which include the prevention and detection of crime and the general enforcement of state laws.

(old (2))

Requirements for the Basic Course are set forth in PAM, Section D, "The Basic Course".

New  
(to be added)

- (2) Agencies may assign newly appointed sworn personnel as peace officers for a period not to exceed 90 days from date of hire, without such personnel being enrolled in the Basic Course, if the Commission has approved a field training plan submitted by the agency and the personnel are full-time participants therein.

Requirements for POST approved Field Training Programs are set forth in PAM, Section D, "Field Training Program".

(not  
changed)

- (3) Reimbursement may be paid to jurisdictions which terminate a trainee or allow a trainee to resign prior to completion of the Basic Course provided the requirements of Section 1002(a)(1) through (6) have been completed prior to the date the course commences.

PROPOSED NEW COMMISSION PROCEDURE D-15

FIELD TRAINING PROGRAM

Purpose

15.1 Field Training Program. This Commission Procedure implements the minimum standards for training established in Regulation 1005(a) which relate to the Field Training Program. This Commission Procedure also specifies the design of a field training program which satisfies the provision of Penal Code Section 832.3.

Background

15.2 Section 832.3 Penal Code is set forth as follows:

Any sheriff, undersheriff, or deputy sheriff of a county, any policeman of a city, and any policeman of a district authorized by statute to maintain a police department, who is first employed after January 1, 1975, for the purposes of the prevention and detection of crime and the general enforcement of the criminal laws of the state, shall successfully complete a course of training approved by the Commission on Peace Officer Standards and Training before exercising the powers of a peace officer, except while participating as a trainee in a supervised field training program approved by the Commission on Peace Officer Standards and Training.

Standards for compliance with 832.3 PC were developed as a result of discussions, recommendations and endorsements from numerous county level associations of police chiefs and sheriff, the California Chiefs of Police Association, California Peace Officers Association, California Association of Police Training Officers, California Association of Administration of Justice Educators, and many others.

These standards were first published as POST Bulletin 74-16. The current provisions of POST Regulation 1005(a) and this Procedure incorporate the major provisions of and supercede Bulletin 74-16.

#### Specific Requirements

15.3 The Commission on Peace Officer Standards and Training has adopted the following requirements for an approved field training program:

1. A law enforcement agency must apply for approval to POST outlining the content of its field training plan.

The field training plan shall contain a:

- a. Description of the selection process for field training officers.
  - b. Description of the specialized training provided or proposed to enable the field training officers to properly perform this role.
  - c. Description of the evaluation process for field training officers and trainees, including formal performance check sheets or field training guides.
2. Newly employed, sworn personnel who have not completed basic training while assigned to general law enforcement duties must be under the direct and immediate supervision (physical presence) of a qualified "field training officer".

Trainees assigned to specialized law enforcement functions (i.e., complaint/dispatcher, records, jail) do not require the immediate presence of a field training officer. Such trainees shall be considered engaged in an "approved field training program" while under normal supervision in the agency.

3. Designated field training officers shall be carefully screened and selected. Selection standards shall include:
  - a. Possession of a POST Basic Certificate.
  - b. Supervisors' nominations based upon the officer's:
    - (1) Past and present performance.
    - (2) Skill in interpersonal relationships.
    - (3) Knowledge of training responsibilities.
    - (4) Knowledge of teaching techniques.
    - (5) Comprehension of coach-pupil check sheet or field training guide.
4. Field training officers shall be periodically evaluated by trainees and supervisors.
5. Trainees shall be evaluated daily. Weekly summaries of progress or lack thereof shall also be prepared.
6. Signature of the agency head attesting to continued adherence to the field training plan submitted for approval. (Changes in a previously approved plan may be submitted at any time by written request to POST for approval.)

A field training plan need be submitted only one time, and once approved by POST, will be in full force for each subsequent hire.

#### Application Procedures

##### 15.4 Application Procedures for POST Approval of a Field Training Plan.

(Please note that such a plan is not required unless the agency grants peace officer powers to a trainee prior to the trainee's completion of the Basic Course.)

1. Evaluate the agency's present (formal and informal) field training plan or develop a proposed field training plan. (Compare present policies and practices with POST standards for an Approved Field Training Program.)
2. Institute changes or develop internal policies if needed to comply with POST minimum standards for an Approved Field Training Program.
3. Confer with the POST Standards and Training area consultant if assistance is needed in designing and establishing a field training plan.
4. Submit an application to POST describing your agency's field training plan. Application forms are available from POST.
5. Submit supporting documentation (i.e., Field Training Guides, Policies and Procedures, or Evaluation Forms) with the application.
6. The application along with supporting materials will be evaluated by POST for conformity with the minimum standards for approved field training programs. Written notification of approval or other disposition will be forwarded to each applying agency.

PENAL CODE SECTION 832.3

Section 832.3 Penal Code is set forth as follows:

Any sheriff, undersheriff, or deputy sheriff of a county, any policeman of a city, and any policeman of a district authorized by statute to maintain a police department, who is first employed after January 1, 1975, for the purposes of the prevention and detection of crime and the general enforcement of the criminal laws of the State, shall successfully complete a course of training approved by the Commission on Peace Officer Standards and Training before exercising the powers of a peace officer, except while participating as a trainee in a supervised field training program approved by the Commission on Peace Officer Standards and Training.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title RFP - Basic Course Proficiency Test		Meeting Date October 13-14, 1977
Division Executive Office	Division Director Approval	Researched By Executive Office
Executive Director Approval <i>W. R. Guntz</i>	Date of Approval Sept 29, 1977	Date of Report September 29, 1977
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

BACKGROUND

Staff has previously requested approval to release a Request For Proposal to potential vendors of job knowledge and performance tests to be developed based upon basic course performance objectives. The ultimate purpose is selection of a contractor to develop such tests at a cost of \$90,000 to \$125,000 to the POT Fund. This cost estimate is not firm and is based upon HumRRO's preliminary evaluation.

At the July 31, 1977, Commission meeting, staff was requested to have the RFP reviewed by the Basic Course Revision Consortium, prior to bringing the RFP to the Commission for approval at its October meeting. Conceptual features of the RFP were reviewed and approved by the Consortium at its meeting in Berkeley on September 21 and 22. Previously, similar approval was voted by the POST Advisory Committee.

The proficiency test, as envisioned, will involve two basic forms:

- Job knowledge tests which will be essentially paper and pencil/objective questions.
- Performance tests which will be designed to require simulations and actual demonstration of ability by the trainee.

The tests lend themselves to the following uses:

- Diagnostic - by the academies to assess prior knowledge and skills of trainees coming into the academies. This can aid placement and enable post-test comparisons to measure progress and success in the program.
- Progress Tests - by the academies to assess accomplishment of each performance objective.
- Final Examinations - by the academies.
- Quality Control Tests - administered to graduates by or through POST to evaluate academy performance.
- Equivalency Examinations - to replace the existing Basic Course Equivalency Examination.



- Reserve Officer Testing - to test reserves for certification.

## ANALYSIS

The precise approach to test development and a firm cost figure cannot be determined until after vendors proposals are reviewed for feasibility. However, staff's continuing analysis shows that there are several alternative approaches which may be followed. Commission policy is a critical element in evaluating alternative approaches. Policy guidance will be necessary when staff reviews RFP's, meets with potential vendors, and prepares a final proposal to the Commission.

Alternative approaches to test development are outlined in the attached "Analysis of the Alternatives for POST's Involvement in Basic Course Testing" report. These alternatives should be reviewed with the following policy questions in mind:

1. Does the Commission agree that POST has the responsibility and need to monitor and evaluate the quality of training in each academy through the administration to recruits of standardized examinations?
2. Does the Commission agree that POST has an obligation to furnish tests and testing procedures to the academies as a part of the Basic Course Revision Project?
3. If the answer to question #1 is affirmative, does the Commission agree that POST should assume a continuing responsibility for maintaining and updating the examinations?
4. If the answer to question #2 is affirmative, does the Commission agree that POST should assume a continuing responsibility for maintaining and updating such testing materials for the academies?

Attached also is a document titled "Contract Specifications". This document is a synopsis of concepts to be included in the RFP and was the basis for conceptual approval of the Basic Course Consortium. This document will be modified and developed into the actual RFP after policy issues are resolved by the Commission.

Because of the presence on POST staff of two psychologists whose expertise and background is in the test development area, it should also be considered that in-house development of these tests is possible. Should bids submitted in response to the RFP appear excessively high, in-house development could prove a more feasible alternative.

## RECOMMENDATIONS

1. Provide staff with policy direction by responding to the above policy questions.
2. Determine which alternative is appropriate to include in the RFP.

3. Approve dissemination of an RFP with understanding that a specific proposal and request for contract will be presented to the Commission at its January 1978 meeting.

Attachment

## ANALYSIS OF THE ALTERNATIVES FOR POST's INVOLVEMENT IN BASIC COURSE TESTING

### ISSUES

Before considering the possible alternative ways for POST to be involved in evaluation of the Basic Course, one must be aware of the following issues:

#### Type of Test

- A. The distinction must be made between field testing (i.e., requiring the student to demonstrate proficiency in a simulated job situation) and paper-and-pencil testing (usually measuring job knowledge).

The requirements, costs, and payoffs associated with these two kinds of testing are quite different. Therefore, a separate decision should be made regarding POST's involvement with field testing and paper-and-pencil testing.

#### Type of POST Involvement

- B. If POST did decide to develop field and/or paper-and-pencil tests, two levels of involvement in the evaluation could be chosen:
  - 1. POST could decide to deliver to the academies a pool of test items. Local academies would be instructed to administer the items, without alteration, and send the results back to POST. Locally written and developed items could be added to the standard core of items required by POST. POST would use the data to assess the quality of academy training. Academies would use the results to monitor the progress of students.
  - 2. POST could also decide to develop a pool of standardized secure test items which are maintained by POST or POST's contractor. Periodically (e.g., annually) a test could be constructed from the item pool and administered to academy students or graduates. The test results could be used by POST to evaluate academies and pinpoint problem areas, and by the academies to monitor student progress.

## Administrative Uses of Evaluation Procedures

C. There are a number of potential uses for an evaluation procedure developed by POST including:

1. Diagnosing a student's level of proficiency prior to entering an academy.
2. Assessing proficiency or progress in training subcomponents in the academy.
3. Assessing the quality of academy training by computing the average scores of students attending each academy.
4. Awarding diplomas or certificates to students for Basic Course completion.
5. Issuing certificates which would make the evaluation procedure similar to what occurs in other professions (e.g., the Bar examination for attorneys).
6. Testing potential reserves to determine whether they qualify for a reserve program.
7. Awarding a Basic Course equivalency to individuals who have been trained, but not in POST certified academies (e.g., individuals trained in other states).

## DISCUSSION

The alternatives mentioned in connection with the three issues discussed above are listed on the next page. Since there are two types of tests, two levels of POST involvement and, seven potential uses for the tests, there are 28 alternative courses of action which can be chosen.

## ISSUES AND ALTERNATIVES

TYPE OF TEST	TYPE OF POST INVOLVEMENT	ADMINISTRATIVE USES
Field Test	Communicate Item Pool to Academies	Diagnosis
Paper-and Pencil Test	Centrally Maintain Secure Item Pool	Proficiency and Progress Assessment of Academy Training Diploma Certificate Reserves Equivalency

However, not all 28 are desirable or workable alternatives. For example, it is not feasible to use a non-secure test item pool to make important personnel decisions such as regarding certification, licensing and Basic Course equivalency.

To pick the most viable alternatives among the 28 possibilities, one must make certain assumptions concerning POST's needs and objectives. The alternatives listed on the following pages are based upon three assumptions:

1. It is desirable for POST to have a reliable, standardized procedure for assessing the quality of training provided by training academies.
2. It is desirable for POST to use data generated from such a procedure to assist academies to correct problems and enhance effectiveness.
3. POST could provide a definite service to the academies by providing them with field testing and paper-and-pencil test items which each academy could use to assess student achievement in the Basic Course content.

If these assumptions do accurately reflect the thinking of the POST Commission, then certain options can be identified which will best achieve POST goals. These options are as follows:

Option #1. Development of Field Test and Paper-and-Pencil Test Item Pools Which Are Distributed to Local Academies for Their Own Use, and Which Are Designed to Diagnose the Achievement Level of New Students, Assess Student Progress, and Verify That Students Have Mastered Required Skill and Knowledge Area.

This option involves the development of an extensive pool of field test and paper-and-pencil test items. The item pools would be given to academies for their own use. However, academies would be instructed to administer the items to academy students without altering the item content or form.

Locally written and developed items could be added to the standard core of items required by POST. Academies would record the performance of their students on each core item and then communicate these data to POST. Academies would use the data to assess the progress of students. POST would evaluate the data to determine how well the graduates of each academy were performing on the core items.

Cost: Developmental and first year costs would be relatively low making this, at least initially the second least expensive option. However, if POST were to fund the development of subsequent test items, costs would be relatively high because of the need to replace the initial items which will receive widespread use and exposure. Additional costs would be incurred by POST for storing and analyzing individual and academy performance on the core items.

Standardization: Standardization for purposes of academy comparisons would exist in the form of performance on the core items. However, because the academies would have access to the core items, the validity of the performance data which POST receives from the academies could be questioned.

Local Control: This option would provide the academies with the greatest local autonomy.

Fair Employment Implications: Because POST would not be mandating the passage of any minimum employment standard, possible fair employment liability to POST would be minimal.

Conclusion: This option would provide tremendous assistance to academies. However, POST's ability to evaluate the quality of academy training and to identify problems would be limited.

Option #2. Development Of A Secure Paper-and-Pencil Test Item Pool Which Is the Basis for Centrally Controlled, Standardized Tests Which Are Used to Monitor the Quality of Academy Training and Identify Problem Areas.

This option involves development of a standardized paper-and-pencil test item pool which is controlled by POST or POST's contractor. Periodically (e.g., annually), a test is constructed from a previously established item pool. Copies of the test are sent to a POST representative at each academy and all recent academy graduates are asked to take the test. The tests are scored by POST or POST's contractor. Academies are given the following information:

- o The mean and standard deviation of their graduates' scores on job knowledge sub-tests.
- o A frequency distribution of scores on sub-tests.
- o A comparison among academies in terms of the mean performance of academy graduates.

No scores of individual respondents are communicated.

Using these data, POST would work with the academies to strengthen and standardize their programs.

Cost: This is probably the least expensive of all the options because it does not involve any field testing which can be quite costly. As with Option #1, yearly maintenance costs will be incurred.

Standardization: This option offers the greatest potential for meaningful agency comparisons and evaluation.

Local Control: Although the academies would not benefit from the receipt of potential test items that they would use internally, no restrictions would be placed on local control over the evaluation of individual trainees.

Fair Employment Implications: Because academies and not individuals would be assessed under this option, POST would not be placed in the position of having to defend the test under fair employment law.

Conclusion: Although this option would not provide as much assistance to local academies as Option #1, it would maximize POST's ability to monitor the quality of academy training.

Option #3. Develop All the Item Pools and Evaluation Instruments Discussed in Options #1 and #2.

This option will provide the maximum benefit to POST and to the academies. All three of the aforementioned assumptions will be satisfied completely.

The academies would benefit from POST's development of the item pools--i.e., items which are very costly and difficult to develop. POST would benefit from the standardized paper-and-pencil tests which would be used to evaluate and work with the academies to strengthen their programs.

Cost: The cost of this option would be slightly more than Option #1. The reason why the cost is not equal to cost of Options #1 and #2 combined is that only one paper-and-pencil item pool needs to be developed (instead of two separate pools). Under this option, part of the item pool would be given to academies and part of it would be maintained by POST for the standardized test.

The possibilities for standardization and local control are obviously the same as with Options #1 and #2. The fair employment implications are minimal.

Conclusions: This option would produce the greatest benefits to both POST and the academies.



Option #4. Develop a Secure Pool of field Test and Paper-and-Pencil Test Items Which Will Form the Basis for Standardized Tests Which Will Be Used to Make Individual Personnel Decisions Such As, Regarding Certification and/or Academy completion.

This final option is included because of the current state-wide interest in police certification and also because it represents a viable alternative. Under this option, a standardized test would be administered to all academy students (probably both field tests and paper-and-pencil tests). The academies would receive the test score data which would (assuming that POST would set cut-off scores) determine whether a student passed, failed or needed remediation. If use of the tests were mandated, POST would have substantial control over who graduated from the academies, and therefore, over who eventually achieved employment in California Law Enforcement.

Cost: This would be the most costly alternative because of the inordinate need to defend the job-relatedness of tests which would form the basis for critical personnel and career decisions.

Standardization: Increased standardization would exist in the form of a uniform standard against which all trainees would be assessed.

Local Control: Local control of the academies would be reduced substantially.

Fair Employment Implications: The fair employment implications of this option are enormous. The POST test(s) would be subject to serious challenge and a substantial amount of resources would be spent to defend against such challenges.

Conclusion: Although this option would allow POST to make a tremendously positive impact on California Law Enforcement, the potential fair employment liability might outweigh the potential benefits.

## REQUEST FOR PROPOSAL - CONTRACT SPECIFICATIONS

### Overview:

The Commission on Peace Officer Standards and Training is currently revising the standard known as the Basic Course. As part of this effort, these documents have been printed:

- o Performance Objectives For The POST Basic Course -- A detailed listing of the approximately 630 objectives which constitute the new standard.
- o Instructional Unit Guides -- 192 separate documents designed to serve as an instructional model for each subject.
- o Management Guide -- For use by training managers to implement performance-based instruction.

At this time, selected basic academies are undertaking implementation of the revised course and are beginning a gradual conversion of their basic course from conventional techniques to the proposed performance-based system. The materials and guidance provided in the three documents cited above (objectives, guides, and management) clearly specify suggested instructional content, instructional techniques, and an overall management system which can be employed in training the basic police officer. They also provide guidance in the fourth major basic component of the course, evaluation of performance-based training. The Management Guide provides general guidance as to the development of evaluation strategies, assessment instruments, and assessment documentation procedures. Discussion and examples of types of tests, response categories, and test items are provided as guidance to the course manager and instructional staff to develop test items and assessment instrument from the statements of performance objectives. Further, each unit guide contains evaluation examples sufficient to minimally meet course needs. Additional sophisticated and more complete tests remain to be developed.

### Product To Be Developed:

- A. (Insert appropriate items after policy decisions are made).
- B. Within the above framework, the minimum products to be delivered include:
  - 1. A final report describing the test development process and products.

2. Camera-ready copies of Performance Tests, Knowledge Tests, and Audio-Visual Simulation Tests, to include:
  - a. Tests
  - b. Administrator score sheets and examinee answer sheets.
  - c. Training materials and instruction for test administrators.
  - d. Instructions for examinees.
  - e. Scoring instruction.
  - f. Audio-visual scenarios for simulations, where appropriate.
3. A methodology for continual updating of appropriate examinations as performance objectives are modified or added.

Vendor Qualifications:

Test development for POST should be undertaken by an organization with documentable competence and experience in the following areas:

1. The actual development and implementation of test instruments and programs to assess job knowledge and performance.

Applications should include:

- a. Job sample test development
  - b. Criterion-referenced knowledge test development
  - c. Conceptual analysis of the relationships between performance tests and knowledge tests.
2. The development and implementation of performance-oriented job training programs which integrate instruction with tests for assessing course progress and terminal performance. This should include the derivation of both training and testing content from training objectives.
3. Development of audio-visual simulations for depicting performance in job situations.
4. Prior direct work experience with law enforcement agencies in training/testing systems for police officers.

Time Frame:

- A. Distribute request for proposal to potential bidders by (insert dates after policy determination) (October 19, 1977).
- B. Hold bidder's conference, if necessary, to resolve any ambiguity and provide any additional information by (insert date as above) (November 10, 1977).
- C. Proposals due at POST by (insert) (December 16, 1977).
- D. Evaluate proposals by (insert) (December 30, 1977).
- E. Determine most qualified bidder for Commission consideration for January, 1978 regular meeting.
- F. Establish delivery date(s) for product(s) to be as soon as possible (insert policy determination) but not later than June 1, 1979.

Costs:

Are not to exceed (insert Policy) for the total contract. Payment will be made as specified in the State Administrative Manual Sections 1243 and 1244.

Selection and Review Process:

Proposals will be reviewed by a Selection Committee established by POST. Factors will include costs, proposed methodology, timeliness of product delivery dates, capability of project personnel, prior successful efforts, reputation, and others as deemed appropriate by the Commission. The Commission may reject all proposals and need not select the lowest bid.

Contract Provisions:

In addition to specified products and processes to be described in the contract the following conditions shall also apply:

- A. The Fair Employment Practices Statement (attached).
- B. All products developed are to be kept confidential and for the sole use of the Commission (or insert Policy).
- C. Contract may be cancelled by either party upon five days written notice for any cause.
- D. Acceptability of products delivered will be determined by the Commission.

## FAIR EMPLOYMENT PRACTICES ADDENDUM

1. In the performance of this contract, the Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age\*, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, ancestry, sex, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the State setting forth the provisions of this Fair Employment Practices section.

2. The Contractor will permit access to his records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practices Commission, or any other agency of the State of California designated by the awarding authority, for the purposes of investigation to ascertain compliance with the Fair Employment Practices section of this contract.

### 3. Remedies for Willful Violation:

- (a) The State may determine a willful violation of the Fair Employment Practices provision to have occurred upon receipt of a final judgment having that effect from a court in an action to which Contractor was a party, or upon receipt of a written notice from the Fair Employment Practices Commission that it has investigated and determined that the Contractor has violated the Fair Employment Practices Act and has issued an order, under Labor Code Section 1426, which has become final, or obtained an injunction under Labor Code Section 1429.
- (b) For willful violation of this Fair Employment Practices provision, the State shall have the right to terminate this contract either in whole or in part, and any loss or damage sustained by the State in securing the goods or services hereunder shall be borne and paid for by the Contractor and by his surety under the performance bond, if any, and the State may deduct from any moneys due or that thereafter may become due to the Contractor, the difference between the price named in the contract and the actual cost thereof to the State.

\* "It is unlawful employment practice for an employer to refuse to hire or employ, or to discharge, dismiss, reduce, suspend, or demote, any individual between the ages of 40 and 64 solely on the ground of age,..." (Labor Code Section 1420.1)

# Memorandum

POST Commission Committee on  
California Specialized Training Institute

Date : September 14, 1977

Executive Director

From : **Commission on Peace Officer Standards and Training**

Subject: MINUTES of C. S. T. I. Committee Meeting, August 25, 1977  
Camp San Luis Obispo, California

In Attendance:	Louis L. Sporrer	- Chairman
	Brad Gates	- Member
	Robert F. Grogan	- Member
	Jacob J. Jackson	- Member
	William R. Garlington	- Executive Director
	Louis O. Giuffrida	- Director, C. S. T. I.
	Gerald S. Martin	- Chief, Administrative Division, C. S. T. I.

Members visited training sessions from Noon to 2:30 p. m.  
Chairman Sporrer opened meeting at 2:30 p. m.

Bill Garlington presented information regarding POST funding of C. S. T. I.  
budget. (Attachment)

In the discussion which followed, Colonel Giuffrida explained C. S. T. I. income for F. Y. 77/78 will be approximately \$365,000 from POST, \$300,000 - O. C. J. P., and \$300,000 - L. E. A. A. In addition, he stated C. S. T. I. was the recipient of an additional \$200,000 plus L. E. A. A. grant which is to be used for purposes of subventing non-California law enforcement attendees.

Note: This latter grant is actually \$262,000, received by C. S. T. I. in December 1976. C. S. T. I. has applied for a renewal.

There were a number of questions from Commissioners related to why are California law enforcement attendees barred from reimbursement by L. E. A. A. funds? Colonel Giuffrida replying, in effect, that the grants were given with those conditions.

Colonel Giuffrida made a presentation regarding the type of training presented at C. S. T. I., qualifications of his instructors and description of the facilities available for training.

Several questions were asked by Commissioners regarding the kind of courses which should be presented. There appeared to be a consensus the Institute should remain in the Specialized Training field. Also, C. S. T. I. should not embark into Management Training except for those courses which required its special expertise.

A short discussion was held on alternative funding methods including direct contract for courses, future grants, etc. The Committee directed POST staff and C. S. T. I. to develop a list of courses for review by the Committee and to present additional information regarding funding methods.

Committee toured the facilities with C. S. T. I. staff.

Meeting adjourned by Chairman at 5:30 p. m.

# CALIFORNIA SPECIALIZED TRAINING INSTITUTE

1976-77

## POST Program Funding and Reimbursement Costs

Course	No. Presentations	Certified Hours	No. California Law Enforcement Trainees	No. Other Trainees
Civil Emergency Management (6040)	10	47	192	310
Officer Survival (6100)	18	47	817	169
School Security (6125)	9	47	53	239
Political Violence & Terrorism (6105)	12	47	243	220
Executive Development Seminar (5001)	5	20	248	116
			1,553	1,054

### Cost per POST Student (Hourly Basis)

Four Courses	
\$4.31 Instruction	Executive Seminar
4.24 Out of Pocket Expenses	\$10.36 Instruction
\$8.55 Total	2.36 Out of Pocket Expenses
	\$12.72 Total

The above expenses figures on basis: Instructional costs total \$315,000 granted by Commission to CSTI for 1976/77 84% to fund Four Courses - 16% to fund Executive Seminar Reimbursement cost total \$321,000 actual amount paid to agencies

## COMPARISON OF CSTI HOURLY COSTS WITH OTHER POST CONTRACT COURSES

Course	Tuition	Certified Hours	Out of Pocket Costs Per Hour	Tuition Cost Per Hour	Total Cost/Hr.
Bahn Pair					
Physical Evidence (9006)	\$172	40	\$4.62	\$4.08	\$ 8.70
Crime Scene Investigation	154	40	5.33	3.85	9.18
CYA					
Juvenile Law Enforcement Officers Officers Training (12020)	122	40	4.64	3.05	7.69
Academy of Defensive Driving (8030)	235	24	1.59	9.79	11.38
Cal Poly - Pomona Jail Management (17005)	132	44	4.87	3.00	7.87
Executive Development Course (5001)	Contract	80	5.28	5.38	10.66
DOJ					
Narcotic Investigation (9225)	Contract	80	4.57	5.13	9.70
*Narcotic Investigation for Patrolmen (6095)	Contract	20	1.15	2.38	4.57

\*This is an outreach course, usually given at a local department for attendees from a relatively short distance, hence the lower costs.



I. Cancellation of Certificates

This item was held over from last meeting awaiting an Attorney General's Opinion. Should the opinion not arrive in time for the meeting, it is suggested it again be held over until the January meeting.

FOR YOUR INFORMATION:

The attached is an outline of project methodology for the study of police vehicle accidents being conducted by the Center for Police Management.

An explanation of this and the data collected to date will be presented at the Commission meeting.

## POLICE VEHICLE ACCIDENT STUDY

### DATA COLLECTION

- FACTORS CONTRIBUTING TO THE INCIDENCE OF VEHICULAR ACCIDENTS INVOLVING PEACE OFFICERS
- REVIEW OF EXISTING DRIVER TRAINING PROGRAMS
- REVIEW OF CURRENT LITERATURE

### ANALYSIS

- THE INFLUENCE OF FACTORS WHICH AFFECT DRIVER PERFORMANCE
- ASSESSMENT OF THE IMPACT OF DEFENSIVE DRIVER TRAINING ON VEHICULAR ACCIDENTS INVOLVING PEACE OFFICERS
  - COST EFFECTIVENESS OF EXISTING PEACE OFFICER DRIVER TRAINING PROGRAMS
  - COST EFFECTIVENESS OF PROPOSED PROGRAMS AIMED AT REDUCING PEACE OFFICER ACCIDENTS
- SUGGESTED COMPREHENSIVE PROGRAM TO REDUCE VEHICULAR ACCIDENTS INVOLVING PEACE OFFICERS

## DATA COLLECTION

### STUDY CRITERIA

- 10% OF CITY POLICE AND COUNTY SHERIFF'S DEPARTMENTS
- FOUR WHEEL POLICE VEHICLE
- OFFICER ASSIGNED TO PATROL OR TRAFFIC FUNCTION
- VEHICLE MOVING OR OFFICER BEHIND WHEEL

### DATA EXTRACTED FROM ORIGINAL ACCIDENT REPORT

- AGENCY
- REPORT NUMBER
- CLASS
- CITATION ISSUED
- DATE
- DAY OF WEEK
- TIME OF DAY
- NUMBER OF VEHICLES INVOLVED
- POLICE VEHICLE DEFECTS

DATE COLLECTION (CONT.)

DATA EXTRACTED FROM ORIGINAL ACCIDENT REPORT

- OFFICER'S NAME
- OFFICER I. D. NUMBER
- AGE
- DATE OF APPOINTMENT
- YEARS AND MONTHS OF POLICE EXPERIENCE
- POLICE VEHICLE
  - YEAR
  - MAKE
  - BODY TYPE
  - EQUIPMENT NUMBER
  - SPECIAL PACKAGE
- SITUATION
  - PURSUIT
    - LIGHTS
    - SIREN
  - EMERGENCY
    - LIGHTS
    - SIREN
  - HIGH STRESS CALL
  - ROUTINE DRIVING

## DATA COLLECTION (CONT.)

### DATA EXTRACTION FROM ORIGINAL ACCIDENT REPORT

- NATURE OF OFFICER INJURIES
- WORK ASSIGNMENT
- SPEED
- SPEED ZONE
- PRIMARY COLLISION FACTOR
  - OFFICER
  - OTHER
- WEATHER
- LIGHTING
- ROADWAY SURFACE
- TYPE OF COLLISION
- MOTOR VEHICLE INVOLVED WITH
- MOVEMENT PRECEDING COLLISION
  - VEHICLE 1, 2, 3 & 4
- SOBRIETY--DRUG--PHYSICAL
  - VEHICLE 1, 2, 3 & 4

## DATA COLLECTION (CONT.)

### DATA EXTRACTION FROM ORIGINAL ACCIDENT REPORT

- ACCIDENT REVIEW
  - PRIOR ACCIDENTS
    - DATE
    - FINDING
    - ACTION
  - PRESENT FINDING
    - ACTION
- TRAINING
  - DATE
  - COURSE
  - HOURS
- COSTS
  - EQUIPMENT
  - MEDICAL EXPENSE
  - DISABILITY
  - LITIGATION
  - JUDGMENT
  - TOTAL
- COMMENTS

Officer's Name \_\_\_\_\_ Officer I. D. # \_\_\_\_\_ Age \_\_\_\_\_ Date of Appointment \_\_\_\_\_ Years Police Experience \_\_\_\_\_

Police Vehicle - Year \_\_\_\_\_ Make \_\_\_\_\_ Body Type \_\_\_\_\_ Vehicle Equip. # \_\_\_\_\_ Special Package ☐

[illegible]

Accident Review Prior Accidents		Date	Finding	Action
Present Finding				
Cause				
Reason				
Date	Course	Hours		

PRIMARY COLLISION FACTOR		WEATHER		LIGHTING		ROADWAY SURFACE	
A	B	A	B	A	B	A	B
VC SECTION	Other	CLEAR	CLOUDY	DAYLIGHT	DUSK - DAWN	DRY	WET
ISOLATION		RAINING	SNOWING	DARK - STREET LIGHTS	DARK - NO STREET LIGHTS	SLIPPERY	MUDDY, OILY, ETC.
		FOG		DARK - STREET LIGHTS NOT FUNCTIONING			
		OTHER					

TYPE OF COLLISION		MOTOR VEHICLE INVOLVED WITH		X Police Vehicle		OTHER ASSOCIATED FACTOR		MOVEMENT	
A	B	A	B	1	2	3	4	1	2
HEAD-ON	SIDESWIPE	NON-COLLISION	PEDESTRIAN					VC SECTION	A STOP
REAR END	BROADSIDE							VIOLATION	B PROC
	HIT OBJECT							VIOLATION	C RAN
	OVERTURNED							VIOLATION	D MAKI
	AUTO/PEDESTRIAN							VIOLATION	E MAKI
	OTHER							VIOLATION	F MAKI
								VISION OBSCUREMENTS	G BACK
								INATTENTION	H SLOW
								STOP & GO TRAFFIC	I PASS
								ENTERING/LEAVING RAMP	J CHAN
								PREVIOUS COLLISION	K PARK
								UNFAMILIAR WITH ROAD	ENTER FROM
								DEFECTIVE VEHICLE	L IAN, PRIV
								EQUIPMENT	M OTHER
								UNINVOLVED VEHICLE	N CROS
								OTHER	O PARK
								NONE APPARENT	

		Comments:			
		1	2	3	4
Costs					
Equipment					
Medical					
Disability					
Litigation					
Judgment					
Total					



PAGE

[illegible]

POST/OTS LOCAL LAW ENFORCEMENT  
PATROL AUTOMOBILE ACCIDENT STUDY

Purpose: Police patrol automobile accident reduction through cost-effective training, management control and field supervision.

Scope: Patrol and traffic, officer and supervisor, automobile driving exposure, formal police-administered automobile driving training and patrol automobile accident experience.

Department \_\_\_\_\_

ACCIDENT RECORDS

1. Are all patrol automobile accidents recorded? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, what kinds of patrol automobile accidents do you record? \_\_\_\_\_

2. Are records available which state the total cost of repair of damage resulting from patrol automobile accidents? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what is the total amount spent or charged to repair of your patrol automobiles as a result of damages caused by accident during the 1976 calendar year?  
\_\_\_\_\_

3. Are records maintained regarding the personnel time lost as a result of patrol automobile accidents? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what is the best estimate of the total number of personnel hours lost as a result of patrol automobile accidents which occurred during the 1976 calendar year?

Deaths	Number _____	Ages of Officers _____	Est. Cost _____
Permanent Disabilities	Number _____	Ages of Officers _____	Est. Cost _____
Temporary/ Injuries Disabilities	Number _____	Estimated Total Working Hours Lost _____	Est. Cost _____
Recovered Injuries (Returned to Work)	Number _____	Working Hours Lost _____	Est. Cost _____

4. Are records maintained on public liability losses resulting from patrol automobile accidents? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what is the best estimate of the total cost of public liability resulting from patrol automobile accidents occurring during the 1976 calendar year?

(please include insurance premiums, citizens' medical costs, repairs to citizens' properties including automobiles and all other properties, and estimates of costs pending due to litigation)

\_\_\_\_\_

5. Are patrol automobile "mileage driven" figures available? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what was the total mileage accumulated by your patrol automobiles during the 1976 calendar year? \_\_\_\_\_

6. What is the average number of patrol and traffic, officer and supervisor, personnel assigned to field patrol during the 1976 calendar year? \_\_\_\_\_

#### TRAINING

7. Do your patrol officers receive recruit driver training?

\_\_\_\_\_ All  
\_\_\_\_\_ Some . . . . . Percent \_\_\_\_\_  
\_\_\_\_\_ None

If so, what kind of driver training is received during recruit and other initial training?

	<u>Number of Hours</u>
High Speed Practice	_____
Skid Pan Practice	_____
Defensive Driving Practice	_____
Commentary Driving Practice	_____
Simulator Practice	_____
Lecture/Presentation	_____

8. Do your patrol officers receive recurrent driver training?

\_\_\_\_\_ All  
\_\_\_\_\_ Some . . . . . Percent \_\_\_\_\_  
\_\_\_\_\_ None

If so, what kind of recurrent driver training is received?

Number of Hours/Year

High Speed Practice	_____
Skid Pan Practice	_____
Defensive Driving Practice	_____
Commentary Driving Practice	_____
Simulator Practice	_____
Lecture/Presentation	_____

MANAGEMENT/SUPERVISION

9. Does your department have a departmental directive concerning automobile operation by officers? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, has the existing directive been in effect since 1/1/76? Yes \_\_\_\_\_ No \_\_\_\_\_

Please attach a copy of the directive and any substantive changes which occurred during the 1976 calendar year.

10. Does your department have a formal patrol automobile accident review procedure? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, has the existing procedure or a similar procedure been in effect since 1/1/76? Yes \_\_\_\_\_ No \_\_\_\_\_

Please attach a description of the procedure and any substantive changes which occurred during the 1976 calendar year.

11. Are patrol and traffic supervisory personnel required to closely supervise the driving habits of subordinate personnel? Yes \_\_\_\_\_ No \_\_\_\_\_

12. Who completes patrol automobile accident reports?

\_\_\_\_\_ Involved Officer's Peers  
\_\_\_\_\_ Special Technicians  
\_\_\_\_\_ Involved Officer's Superiors  
\_\_\_\_\_ California Highway Patrol  
\_\_\_\_\_ Other \_\_\_\_\_

13. Who reviews completed patrol automobile accident investigations for thoroughness, accuracy, etc.?

\_\_\_\_\_ Reporting Officer's Peers  
\_\_\_\_\_ Reporting Officer's Superiors  
\_\_\_\_\_ Internal Affairs  
\_\_\_\_\_ A Patrol Automobile Accident Committee  
\_\_\_\_\_ The Department Head  
\_\_\_\_\_ Other \_\_\_\_\_

14. After a patrol automobile accident, who makes recommendations concerning:

Accident chargeability (officer fault)? \_\_\_\_\_

Officer driver training needs? \_\_\_\_\_

Officer punishment? \_\_\_\_\_

15. Who makes the final decision concerning officer punishment for inappropriate driving which results in an automobile accident? \_\_\_\_\_

16. When are patrol automobiles routinely replaced? Age \_\_\_\_\_ Mileage \_\_\_\_\_

# 1976 PATROL VEHICLE ACCIDENT EXPERIENCE

DEPARTMENT \_\_\_\_\_

TOTAL ACCIDENTS  
STUDIED \_\_\_\_\_

NUMBER OF VEHICLES  
INVOLVED

FATAL \_\_\_\_\_ = \_\_\_\_\_ %  
INJURY \_\_\_\_\_ = \_\_\_\_\_ %  
PROPERTY DAMAGE \_\_\_\_\_ = \_\_\_\_\_ %

ONE \_\_\_\_\_ = \_\_\_\_\_ %  
TWO \_\_\_\_\_ = \_\_\_\_\_ %  
MULTIPLE \_\_\_\_\_ = \_\_\_\_\_ %

ACCIDENTS INVOLVING POLICE VEHICLE DEFECTS  
\_\_\_\_\_ = \_\_\_\_\_ %

OFFICER AGE \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_ POLICE EXPERIENCE  
AGE OF PATROL FORCE  $\bar{x}$  \_\_\_\_\_ YEARS + \_\_\_\_\_ = \_\_\_\_\_  
EXPERIENCE OF PATROL  
FORCE  $\bar{x}$  \_\_\_\_\_

PURSUIT \_\_\_\_\_ = \_\_\_\_\_ %  
LIGHTS \_\_\_\_\_ = \_\_\_\_\_ %  
SIREN \_\_\_\_\_ = \_\_\_\_\_ %  
HIGHSTRESS \_\_\_\_\_ = \_\_\_\_\_ %

EMERGENCY \_\_\_\_\_ = \_\_\_\_\_ %  
LIGHTS \_\_\_\_\_ = \_\_\_\_\_ %  
SIREN \_\_\_\_\_ = \_\_\_\_\_ %  
ROUTINE DRIVING \_\_\_\_\_ = \_\_\_\_\_ %

WORK ASSIGNMENT  
PATROL \_\_\_\_\_ = \_\_\_\_\_ %

TRAFFIC \_\_\_\_\_ = \_\_\_\_\_ %

SPEED OF POLICE VEHICLE

MOVING \_\_\_\_\_ = \_\_\_\_\_ % =  $\bar{x}$  SPEED

STOPPED \_\_\_\_\_ = \_\_\_\_\_ % UNKNOWN \_\_\_\_\_ = \_\_\_\_\_ %

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_ MPH  $\bar{x}$  SPEED OF MOVING VEHICLES

# PRIMARY COLLISION FACTOR

OFFICER		OTHER	
EXCESSIVE SPEED	_____ = _____ %	_____ = _____ %	
UNSAFE BACKING	_____ = _____ %	_____ = _____ %	
RIGHT-OF-WAY	_____ = _____ %	_____ = _____ %	
YIELD TO EMERGENCY	_____ = _____ %	_____ = _____ %	
VEHICLE	_____ = _____ %	_____ = _____ %	
TRAFFIC SIGNAL	_____ = _____ %	_____ = _____ %	
STOP SIGN	_____ = _____ %	_____ = _____ %	
FOLLOWING TOO CLOSLY	_____ = _____ %	_____ = _____ %	
UNSAFE LANE CHANGE	_____ = _____ %	_____ = _____ %	
OPPOSING TRAFFIC	_____ = _____ %	_____ = _____ %	
OPENING DOORS	_____ = _____ %	_____ = _____ %	
BICYCLE VIOLATION	_____ = _____ %	_____ = _____ %	
PUSHING	_____ = _____ %	_____ = _____ %	
UNSAFE TURN	_____ = _____ %	_____ = _____ %	
DEFECTIVE EQUIPMENT	_____ = _____ %	_____ = _____ %	
OTHER	_____ = _____ %	_____ = _____ %	

## WEATHER

A _____ = _____ %	D _____ = _____ %
B _____ = _____ %	E _____ = _____ %
C _____ = _____ %	F _____ = _____ %

## LIGHTING

A _____ = _____ %	D _____ = _____ %
B _____ = _____ %	E _____ = _____ %
C _____ = _____ %	

## ROADWAY SURFACE

A _____ = _____ %	C _____ = _____ %
B _____ = _____ %	D _____ = _____ %

## TYPE OF COLLISION

A _____ = _____ %	E _____ = _____ %
B _____ = _____ %	F _____ = _____ %
C _____ = _____ %	G _____ = _____ %
D _____ = _____ %	H _____ = _____ %

# MOTOR VEHICLE INVOLVED WITH

A \_\_\_\_\_ = \_\_\_\_\_ %  
 B \_\_\_\_\_ = \_\_\_\_\_ %  
 C \_\_\_\_\_ = \_\_\_\_\_ %  
 D \_\_\_\_\_ = \_\_\_\_\_ %  
 E \_\_\_\_\_ = \_\_\_\_\_ %  
 F \_\_\_\_\_ = \_\_\_\_\_ %

G \_\_\_\_\_ = \_\_\_\_\_ %  
 H \_\_\_\_\_ = \_\_\_\_\_ %  
 I \_\_\_\_\_ = \_\_\_\_\_ %  
 J \_\_\_\_\_ = \_\_\_\_\_ %  
 K \_\_\_\_\_ = \_\_\_\_\_ %

## MOVEMENT PROCEEDING COLLISION POLICE VEHICLE

A \_\_\_\_\_ = \_\_\_\_\_ %  
 B \_\_\_\_\_ = \_\_\_\_\_ %  
 C \_\_\_\_\_ = \_\_\_\_\_ %  
 D \_\_\_\_\_ = \_\_\_\_\_ %  
 E \_\_\_\_\_ = \_\_\_\_\_ %  
 F \_\_\_\_\_ = \_\_\_\_\_ %  
 G \_\_\_\_\_ = \_\_\_\_\_ %  
 H \_\_\_\_\_ = \_\_\_\_\_ %  
 I \_\_\_\_\_ = \_\_\_\_\_ %  
 J \_\_\_\_\_ = \_\_\_\_\_ %  
 K \_\_\_\_\_ = \_\_\_\_\_ %  
 L \_\_\_\_\_ = \_\_\_\_\_ %  
 M \_\_\_\_\_ = \_\_\_\_\_ %  
 N \_\_\_\_\_ = \_\_\_\_\_ %  
 O \_\_\_\_\_ = \_\_\_\_\_ %  
 P \_\_\_\_\_ = \_\_\_\_\_ %  
 Q \_\_\_\_\_ = \_\_\_\_\_ %  
 R \_\_\_\_\_ = \_\_\_\_\_ %

## OTHER

A \_\_\_\_\_ = \_\_\_\_\_ %  
 B \_\_\_\_\_ = \_\_\_\_\_ %  
 C \_\_\_\_\_ = \_\_\_\_\_ %  
 D \_\_\_\_\_ = \_\_\_\_\_ %  
 E \_\_\_\_\_ = \_\_\_\_\_ %  
 F \_\_\_\_\_ = \_\_\_\_\_ %  
 G \_\_\_\_\_ = \_\_\_\_\_ %  
 H \_\_\_\_\_ = \_\_\_\_\_ %  
 I \_\_\_\_\_ = \_\_\_\_\_ %  
 J \_\_\_\_\_ = \_\_\_\_\_ %  
 K \_\_\_\_\_ = \_\_\_\_\_ %  
 L \_\_\_\_\_ = \_\_\_\_\_ %  
 M \_\_\_\_\_ = \_\_\_\_\_ %  
 N \_\_\_\_\_ = \_\_\_\_\_ %  
 O \_\_\_\_\_ = \_\_\_\_\_ %  
 P \_\_\_\_\_ = \_\_\_\_\_ %  
 Q \_\_\_\_\_ = \_\_\_\_\_ %  
 R \_\_\_\_\_ = \_\_\_\_\_ %

## SOBRIETY OFFICER

A \_\_\_\_\_ = \_\_\_\_\_ %  
 B \_\_\_\_\_ = \_\_\_\_\_ %  
 C \_\_\_\_\_ = \_\_\_\_\_ %  
 D \_\_\_\_\_ = \_\_\_\_\_ %  
 E \_\_\_\_\_ = \_\_\_\_\_ %  
 F \_\_\_\_\_ = \_\_\_\_\_ %  
 G \_\_\_\_\_ = \_\_\_\_\_ %  
 H \_\_\_\_\_ = \_\_\_\_\_ %

## OTHER

A \_\_\_\_\_ = \_\_\_\_\_ %  
 B \_\_\_\_\_ = \_\_\_\_\_ %  
 C \_\_\_\_\_ = \_\_\_\_\_ %  
 D \_\_\_\_\_ = \_\_\_\_\_ %  
 E \_\_\_\_\_ = \_\_\_\_\_ %  
 F \_\_\_\_\_ = \_\_\_\_\_ %  
 G \_\_\_\_\_ = \_\_\_\_\_ %  
 H \_\_\_\_\_ = \_\_\_\_\_ %



PRIOR ACCIDENTS

TOTAL \_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_ PER OFFICER  
\_\_\_\_\_ OFFICERS \_\_\_\_\_ % EXPERIENCED  $\bar{x}$  OF \_\_\_\_\_ ACCIDENTS

PREVENTABLE

TOTAL \_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_ %

\_\_\_\_\_ OFFICERS \_\_\_\_\_ % EXPERIENCED  $\bar{x}$  OF \_\_\_\_\_ ACCIDENTS

NON PREVENTABLE

TOTAL \_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_ %

\_\_\_\_\_ OFFICERS \_\_\_\_\_ % EXPERIENCED  $\bar{x}$  OF \_\_\_\_\_ ACCIDENTS

PRESENT FINDINGS

PREVENTABLE \_\_\_\_\_ = \_\_\_\_\_ %

NON PRE -

UNKNOWN \_\_\_\_\_ = \_\_\_\_\_ %

VENTABLE \_\_\_\_\_ = \_\_\_\_\_ %

TRAINING

TRAINED \_\_\_\_\_ - \_\_\_\_\_ %

NON

TRAINED \_\_\_\_\_ = \_\_\_\_\_ %

MONTHS SINCE TRAINING

\_\_\_\_\_ MONTHS FOR \_\_\_\_\_ TRAINED OFFICERS \_\_\_\_\_ MONTHS  
 $\bar{x}$  ELAPSE

EQUIPMENT REPAIR COST

\_\_\_\_\_ = \_\_\_\_\_ % REPAIRED @  $\bar{x}$  COST OF \_\_\_\_\_ (\_\_\_\_\_ TOTAL)

\_\_\_\_\_ = \_\_\_\_\_ % NO DAMAGE

\_\_\_\_\_ = \_\_\_\_\_ % UNKNOWN COSTS

\_\_\_\_\_ TOTAL COST + \_\_\_\_\_ TOTAL ACCIDENTS =  $\bar{x}$  COST OF \_\_\_\_\_

## DATA SYNOPSIS

### BY DEPARTMENT

- One Line Per Accident Covering 50 Items
- Totals and Percentages by Department
- Departmental Report

### STATEWIDE

- One Line Per Department Covering 149 Items
  - Total Accidents Studied
    - Fatal
    - Injury
    - Property Damage
  - Vehicles Involved
    - One
    - Two
    - Multiple
  - Police Vehicle Defects
  - Total Age Factor
  - Total Experience Factor

## DATA SYNOPSIS (continued)

### STATEWIDE

- Pursuit
  - Lights
  - Siren
- Emergency
  - Lights
  - Siren
- High Stress Call
- Routine Driving
- Work Assignment
  - Patrol
  - Traffic
- Speed Factor - Moving
  - Forward
  - Backward
- Stopped
- Unknown

## DATA SYNOPSIS (continued)

### STATEWIDE

- Primary Collision Factor - Police Vehicle
  - Excessive Speed for Conditions
  - Unsafe Backing
  - Violation of Right of Way
  - Failure to Yield to Emergency Vehicle
  - Failure to Obey Traffic Signal
  - Failure to Stop for Stop Sign
  - Following Too Closely
  - Unsafe Lane Change
  - Opposing Traffic - Wrong Side of Highway or Roadway
  - Opening Doors When Unsafe to Do So
  - Pushing
  - Unsafe Turns
  - Defective Equipment
  - Other
- Other Vehicle

DATA SYNOPSIS (continued)

STATEWIDE

- Primary Collision Factor - Other Vehicle

- Same as Last Except:

Substitute Bicycle Violation for Pushing

Substitute Police Vehicle for Other Vehicle

## DATA SYNOPSIS (continued)

### STATEWIDE

- Weather Conditions
  - Clear
  - Cloudy
  - Raining
  - Snowing
  - Fog
  - Other
- Lighting
  - Daylight
  - Dusk - Dawn
  - Dark
- Roadway Surface
  - Dry
  - Wet
  - Snowy - Icy
  - Slippery
- Type of Collision
  - Head-On
  - Sideswipe
  - Rear End
  - Broadside
  - Hit Object
  - Overturned
  - Auto - Pedestrian
  - Other

DATA SYNOPSIS (continued)

STATEWIDE

- Motor Vehicle Involved With
  - Non-Collision
  - Pedestrian
  - Other Motor Vehicle
  - Motor Vehicle on Other Roadway
  - Parked Motor Vehicle
  - Train
  - Bicycle
  - Animal
  - Fixed Object
  - Other Object
  - Other

## DATA SYNOPSIS (continued)

### STATEWIDE

- Police Vehicle Movement Preceding Collision

- Stopped
- Proceeding Straight
- Ran Off Road
- Making Right Turn
- Making Left Turn
- Making U-Turn
- Backing
- Slowing - Stopping
- Passing Other Vehicle
- Changing Lanes
- Parking Maneuver
- Entering Traffic
- Other Unsafe Turn
- Crossed into Opposing Lane
- Parked
- Merging
- Traveling Wrong Way
- Other



DATA SYNOPSIS (continued)

STATEWIDE

- Other Vehicle Movement Preceding Collision

Same Data as

Police Vehicle Movement Preceding Collision

## DATA SYNOPSIS (continued)

### STATEWIDE

- Police Vehicle Sobriety - Drug - Physical
  - Had Not Been Drinking
  - HBD - Under Influence
  - HBD - Not Under Influence
  - HBD - Impairment Unknown
  - Under Drug Influence
  - Other Physical Impairment
  - Impairment Not Known
  - Not Applicable
- Other Vehicle Sobriety - Drug - Physical
  - Same Data

## DATA SYNOPSIS (continued)

### STATEWIDE

- Prior Accidents
  - Total Factor
  - Preventable Factor
  - Non-Preventable Factor
- Present Finding:
  - Preventable
  - Non-Preventable
  - Unknown
- Training
  - Trained
  - Untrained
- Months Elapsed Since Training
- Equipment Repair Cost Factor
  - No Damage
  - Unknown

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ADVISORY COMMITTEE MEETING

MINUTES

September 15 & 16, 1977

San Francisco

The meeting was called to order at 10:10 a.m. on Thursday, September 15, 1977, by Chairman George Tielsch. A quorum was present.

PRESENT

WAYNE CALDWELL	Specialized Law Enforcement	California State Employees' Association
ROBERTA DORAN	WPOA	Lieutenant, University of California at Los Angeles
WILLIAM FRADENBURG	CHP	Commander, Training Division, California Highway Patrol
JAMES GRANT	Sheriffs' Assoc.	Sheriff, Yuba County
JEROME E. LANCE	CAPTO	Lieutenant, Long Beach Police Department
EDWIN MEESE III	Public	Attorney at Law
ALEX PANTALEONI	CAAJE	Rio Hondo College
JACK PEARSON	PORAC	Lieutenant, San Diego Police Department
JAY RODRIGUEZ	Public	Manager, Community Relations, KNBC-4, Los Angeles
J. WINSTON SILVA	Community Colleges	Supervisor, Criminal Justice Education and Training, California Community Colleges
GEORGE P. TIELSCH	CPCA	Chief of Police, Santa Monica Police Department

ABSENT

WILLIAM KINNEY	Public	
ROBERT WASSERMAN	CPOA	Chief of Police, Fremont Police Department

STAFF PRESENT

WILLIAM R. GARLINGTON

Executive Director

GLEN E. FINE

Bureau Chief and Executive  
Secretary to the POST  
Advisory Committee

BRAD KOCH

Director, Standards and  
Training Division

GERALD E. TOWNSEND

Director, Executive Office

OTTO SALTENBERGER

Director, Administration  
Division

GEORGE WILLIAMS

Bureau Chief, Administration  
Division

BOBBY RICHARDSON

Bureau Chief, Standards and  
Training Division

GEORGIA PINOLA

Recording Secretary, POST  
Advisory CommitteeVISITORS

CHARLES E. ANDERSON

Academy Coordinator, Central  
Coast Counties Police Academy

JACK MC ARTHUR

Director, Modesto Regional  
Criminal Justice Training  
Center

EDWARD FIRBY

Director of Personnel Adminis-  
tration, County of Fresno

RICHARD D. KLAPP

Lieutenant, San Francisco Police  
Department

DALE RICKFORD

Captain, Antioch Police Depart-  
mentAPPROVAL OF MINUTES OF JUNE 16 & 17, 1977 MEETING

MOTION by Wayne Caldwell, second by Jay Rodriguez, that the minutes be approved as written. MOTION CARRIED.

## INFORMATION REPORTS

### Review of July Commission Meeting

Mr. Garlington presented the Committee with a brief overview of the July Commission meeting. Some of the topics highlighted included:

- California Specialized Training Institute: The Commission has appointed an Ad Hoc Committee to review subjects taught for duplication and to review the budget of the institute.
- Legislative Update and Seminars: Contracts will be negotiated with CPOA to develop, print, and distribute copies of the "New Laws Manual" and to develop and present 16 one-day seminars on Legislative Update Training. Mr. Garlington requested feedback from the members on this issue.
- Driver Training Program: The Commission approved 500 slots for driver training to be presented by January 1, 1978, under the present program.

Mr. Garlington also briefed the Committee on two bills which, if passed into law, would have considerable impact on the Commission: AB 1603, Police Licensing, which is opposed by the Commission; and AB 641, Reserve Training Standards, which the Commission will also oppose unless certain criteria are met.

### Proposed 1978/79 Budget

Mr. Garlington reported that, after reviewing staff operations over the past year, he believes it is feasible for the Commission to work effectively under a two-division structure. It is planned that staff will be reduced by two assistant directors, three consultants, and two clerical personnel. Primary staff effort in 1978/79 will be in the production of better field service through the Standards and Training consultants.

## BASIC COURSE COMPLETION REQUIREMENTS

The Advisory Committee was requested to review and provide input on the issues of whether satisfaction of POST minimum basic training requirements should be tied to graduation from a certified basic course, and whether POST should continue to certify physical training as a pass/fail segment of the Basic Course.

Jack McArthur, Director, Modesto Regional Criminal Justice Training Center, addressed the Committee to express his feelings that when POST certifies an academy the whole academy is certified, not just the 200 hours of it; and that physical training is a part of that curriculum. He also feels that it is degrading to the operation of an academy to have failed a student because of physical training and still have that student receive a POST certificate.

Chuck Anderson, Academy Coordinator, Central Coast Counties Police Academy, addressed the Committee stating that allowing certification of those who fail academy required training (e.g., physical training) opens another avenue for circumventing the basic training requirements.

Richard Klapp, Lieutenant from the San Francisco Police Department, read to the Committee a letter from Chief Charles Gain stating his position that, "...required standards for a Basic POST Certificate in the State of California should include satisfactory completion of an entire POST certified recruit curriculum rather than a minimum of 200 hours."

This issue generated considerable discussion by the Committee members. Some of the concerns and ideas expressed included:

- Win Silva stated that the grading system was the main problem. He believes that physical training should be graded within the whole perspective of the courses--equalize the grading system.
- Wayne Caldwell stated that POST should look at the job-relatedness of physical training.
- Jack Pearson agreed that POST should establish job-related standards and stated that the 200-hour basic training standard is out dated. In considering revision of the standard, he felt that as long as the objectives are met, determined by a viable test measurement, then "hours" should not be a determining factor.

He also feels that the recommendation should be made that POST is a regulatory agency and should establish strict, high, minimum standards for peace officers in the State. He believed it inconsistent to specify completion of "an academy" as POST's requirement.

- Alex Pantaleoni expressed his feeling that physical training is just the "first symptom" of the problems to come. To accommodate these unforeseeable "symptoms" and the problem of physical training, Mr. Pantaleoni feels that flexibility should be built into the academies, research should be made on the physical training programs, and that POST should specify completion of "a course" as its minimum standard.
- Jim Grant stated that the problem lies in the verbiage of the Regulation and that staff should work on a language change in the Regulation to prevent this type of problem.
- Jay Rodriguez raised the issue of whether POST is a regulatory or service agency. He feels that no one wants the State to impose standards, but also feels that lowering the standards should not even be discussed.
- Jerry Lance stated that physical training is intertwined with academic training--agencies are concerned with whether a student can effect an arrest, drive a vehicle, shoot, etc. He does not feel completion of "an academy" should be the standard because each academy has different curriculum and criteria for passing. He stated that there should be a viable testing mechanism.

During the discussion another concern arose--the BCEE, its origin and current use. Alex Pantaleoni stated he felt that it was antiquated, and that this is an issue that also needed to be addressed.

William Fradenburg stated that these issues were too big to solve at the meeting. An ad hoc committee or problem solving seminar was suggested by Alex Pantaleoni to look at the issues and provide further input. Pursuant to this idea, the following action was taken:

MOTION by Jack Pearson, second by Jerry Lance, that the Advisory Committee recommend to the Commission that due to the complexity of the problem and the time constraint that a consortium committee meeting be held to answer the following questions:

1. Should satisfaction of the training requirements for a POST Basic Certificate be based upon successful completion of an academy course or can it be achieved by merely completing the minimum 200-hour POST-required subjects?
2. Should standards of performance (such as physical strength, agility, etc.) be enforced by academies or by the hiring agency?
3. Should POST provide guidelines or regulations to academies on how they should handle the matter of physical training requirements?
4. Should changes be made in the BCEE process (including possible elimination)?
5. Should POST establish standards for physical performance to be utilized by hiring agencies and/or academies?
6. Can academies that desire to do so add performance objectives and/or increase the success criteria and have those changes considered part of the POST minimums?
7. Would it be possible to remove the "hours" requirement from the regulation and replace it with the stipulation that in order to pass the Basic Course the academy or college must be on the performance objective system?

The results of the consortium committee meeting should result in a report to the Commission and the Advisory Committee within a two-month period. MOTION CARRIED.

#### PROPOSED REGULATION CHANGE - BASIC TRAINING

Glen Fine introduced this issue for discussion. The problem that brought about the proposed regulation change is Bulletin 74-16, and the fact that POST staff have been functioning with policy based upon the bulletin and not PAM. Specific contents of the proposed regulation and related procedure were reviewed.

The Committee believed that reference to the Sheriffs' Orientation Course should be deleted, making completion of the Basic Course the requirement for all designated officers.



MOTION by Jim Grant, second by Jerry Lance, that the recommendation be made to the Commission that the proposed Regulation change, Section 1005a read, "...The course of training approved by the Commission is the Basic Course." MOTION CARRIED

The Committee also believed that the Commission should review Section 15.3(2) of the proposed Procedure on Field Training Program and reconsider whether a newly hired officer assigned to "specialized" functions should be covered for peace officer authority.

MOTION by Jerry Lance, second by Jack Pearson, that the following issue be brought to the attention of the Commission: Is the Commission giving authority of peace officer powers beyond the authority they have been granted under the Penal Code. MOTION CARRIED.

#### BASIC COURSE PERFORMANCE TEST - RFP

Gerald Townsend reported to the Committee on the Request For Proposal (RFP) which will be presented to the Commission at its October meeting. The Commission, in soliciting proposals from qualified vendors to provide tests necessary for complete implementation of the Basic Course Revision, will have the means for insuring that training by the various academies is directed to achieving the same standards and have a means of insuring quality in the instructional system.

During discussion by members of the Committee, the following concerns and questions were expressed and briefly discussed:

- Could POST test all graduates of all academies?
- The test is necessary, but should the local agencies and academies or POST do the testing?
- Should POST "spot check" graduates periodically?
- Could POST monitor the administration of the tests and, therefore, eliminate the need for "spot checking"?
- Would this test eliminate the BCEE? Could the test be given at specified times throughout the year to facilitate elimination of the BCEE?

The following action was taken:

MOTION by Alex Pantaleoni, second by Winston Silva, that the Advisory Committee endorse and approve the RFP concept for presentation at the October Commission meeting. MOTION CARRIED.

#### GUIDELINES FOR THE CERTIFICATION OF BASIC ACADEMIES

At its last meeting, the Advisory Committee requested staff to survey all academies presenting the Basic Course on the proposed minimum standards submitted by the California Academy Directors' Association (CADA). Brad Koch, Director of the

Standards and Training Division, briefed the Committee on the results of the questionnaire. Approximately 50% (16) of the academies responded. There was strong consensus amongst respondents that the proposal, if adopted, should be adopted as guidelines and not standards. A minority questioned the need for adoption of either standards or guidelines.

Pursuant to this report, the following action was taken:

MOTION by Jerry Lance, second by Alex Pantaleoni, that the "Guidelines" For Basic Course Academies, proposed by CADA, be used only as "guidelines" for all academies. MOTION CARRIED.

#### COMMITTEE MEMBER RESIGNATION

Chairman Tielsch informed the Committee that due to a reassignment of duties, Jerry Lance has resigned his position on the Committee. Captain Dale Rickford of the Antioch Police Department has been nominated by CAPTO as their new representative.

Meeting adjourned at 5:00 p.m.

SEPTEMBER 16, 1977

The meeting was reconvened at 9:00 a.m. on Friday, September 16, 1977, by Chairman George Tielsch. Advisory Committee members, present the previous day, were again in attendance with the exception of Jim Grant, who had to attend the CCCJ meeting.

STAFF PRESENT

OTTO SALTENBERGER

Director, Administration Division

GEORGE WILLIAMS

Bureau Chief, Administration Division

VISITORS

DALE RICKFORD

Captain, Antioch Police Department

CLARA M. HARRIS

Officer, UCLA Police Department

ROBBIE C. ZIEGLER

Officer, UCLA Police Department

CRIMINAL JUSTICE STANDARDS TRAINING CONCEPT

At its last meeting, the Committee was requested to review the issue of expanding POST's role to encompass all factions of the Criminal Justice System. At that time, Chairman Tielsch requested the members to meet with their organizations to determine what position they wished to take.

Consensus among the members was that their organizations are opposed to POST becoming involved in this, and pursuant to this, the following action was taken:

MOTION by Jack Pearson, second by Wayne Caldwell, that although the Advisory Committee is concerned with the entire criminal justice system and the advancement of the system, until the peace officer standards and training reach a level which we feel can facilitate branching out, the Advisory Committee recommends that the Commission not pursue avenues of expansion to anyone other than law enforcement. MOTION CARRIED.

REQUEST FOR MEMBERSHIP ON THE ADVISORY COMMITTEE

Glen Fine briefed the members on the background of this agenda item. The County Personnel Administrators' Association of California (CPAAC) feels that there are a number of areas of mutual interest between POST and CPAAC with respect to law enforcement personnel selection issues. They are, therefore, requesting membership on the Committee.

During the discussion of this, the general consensus of the members was that although input from such an organization is valuable and could provide expertise, the organization is a small specialized organization that does not represent

personnel from both city and county. The members also felt that CPAAC is protective of a "home rule" position and would likely oppose standards setting activities of POST.

The following action was taken:

MOTION by Jerry Lance, second by Jack Pearson, that the Advisory Committee recommend to the Commission that the Advisory Committee not be expanded at this time and that the County Personnel Administrators' Association, which represented county personnel only, not be approved for membership. MOTION CARRIED. (Ayes: Lance, Pearson, Pantaleoni, Doran, Silva, Meese. Noes: Fradenburg, Caldwell, Rodriguez.)

#### LEGISLATIVE REPORT

Glen Fine addressed the Committee on legislation that is of interest to POST. The two main bills highlighted were SB 781 which will revise the composition of the POST Commission; and AB 641, Reserve Training Standards bill, which will involve POST in setting standards for reserves and addressing the problems of compliance. (These two bills were signed by the Governor since the meeting.)

#### INFORMATION REPORT - STANDARDS VALIDATION PROJECT

Glen Fine gave an information report to the Committee on the Selection Standards Validation Project. Highlights of the report were:

- Funding: To date, the project has not received notification of funding from LEAA.
- Staff: The two psychologists and one analyst positions have been retained and funded through three vacant POST consultant positions. The legal consultant position, which was under contract, has been terminated.
- Statewide Job Analysis: On-site visits to law enforcement agencies throughout the State were completed in June. The questionnaires, incumbent and supervisor, have been finalized. The last verification process was a "trial run" given to the Folsom and Foster City Police Departments. Approximately 230 departments will participate. From the information gathered from the questionnaires, POST feels that a composite, statewide, job analysis of the patrol officer position will be developed and a reasonably complete job analysis for each department.

#### REPORTS FROM MEMBERS

COMMUNITY COLLEGES. Win Silva reported that his office is currently working under a zero based budget and with the new law being passed is facing a 26-person staffing cut. Because of this, the Community College staff may not have a person working directly with law enforcement in the academy programs.

Vocational Education Fund has subvented the training of instructors but for the past two years has had no funds. Due to this, Mr. Silva has contacted Brad Koch,

Director of the Standards and Training Division, to see if this could qualify as a technical course as an alternative to the problem.

Reserve officer training, tear gas training, etc., have been presentation problems for the community colleges. Win Silva will work-up a paper on this subject and present it to the members.

PORAC. Jack Pearson reported that most of PORAC's activities have been geared toward legislation. Most of PORAC's bills are currently on the Governor's desk. He stated that their main concern now was with the labor relations bill and the anti-strike initiative.

PORAC's Annual Conference will be held in Pasadena, November 1-4, 1977.

CHP. William Fradenburg reported that IACP is holding a labor relations course at their facility, September 19-30, 1977. He also reported that the CHP is experiencing a curtailment of driver training as it relates to allied agencies due to the number of cadets that will be trained.

Current problems they are working on: Recruiting female patrol officers; evaluation of training program--concern over the length of time in the academy and how much the student retains.

WPOA. Roberta Doran reported that CSTI is presenting a one-day Officer Survival Course, September 17, and that there will be a three-day training seminar in Palo Alto. She also requested that a Standards and Training consultant contact them to help evaluate their training programs.

CAAJE. Alex Pantaleoni reported that the Board of Directors meeting will be held the first week in November, North and South Sections meeting will be held in November, and the Annual Conference will be held the latter part of April, 1978.

PUBLIC. Edwin Meese reported that the Peace Officers and District Attorneys Legislative Committee has split; each will have their own committee.

CAPTO. Jerry Lance reported that their State Conference will be held in Palm Springs, October 17-21; the State Board Meeting will be held at that time also.

CSEA. Wayne Caldwell reported that they are "winding down" their legislative program. A statewide meeting will be held in Fresno in October to develop their program for next year.

CPCA. George Tielsch reported that the Executive Board will meet the third week in September. CPCA's first annual meeting, since separating from CPOA, will be held in Costa Mesa in February, 1978.

#### NEXT ADVISORY COMMITTEE MEETING

The December 1-2, 1977, Advisory Committee Meeting will be held in Santa Monica. Specifics concerning the meeting will be announced.

ADJOURNMENT

There being no further business to come before the Advisory Committee, the meeting was adjourned at 11:40 a.m.



GEORGIA PINOLA

Recording Secretary

Distribution: Advisory Committee Members  
Commissioners  
POST Staff

# Memorandum

To : POST COMMISSIONERS

Date : September 21, 1977

George Tielsch *St. Cloud*  
Chairman  
POST Advisory Committee

From : Commission on Peace Officer Standards and Training

Subject: REPORT FROM SEPTEMBER MEETING

The Advisory Committee reviewed at its meeting two issues, Criminal Justice Standards and Training Concept and Guidelines for Certifying Basic Academies, that were specifically assigned to the Committee. Separate reports are enclosed covering these issues.

On other matters, the Advisory Committee made the following recommendations:

## BASIC COURSE COMPLETION REQUIREMENTS

MOTION by Jack Pearson, second by Jerry Lance, that the Advisory Committee recommend to the Commission that due to the complexity of the problem and the time constraint that a consortium committee meeting be held to answer the following questions:

1. Should satisfaction of the training requirements for a POST Basic Certificate be based upon successful completion of an academy course or can it be achieved by merely completing the minimum 200-hour POST-required subjects?
2. Should standards of performance (such as physical strength, agility, etc.) be enforced by academies or by the hiring agency?
3. Should POST provide guidelines or regulations to academies on how they should handle the matter of physical training requirements?
4. Should changes be made in the BCEE process (including possible elimination)?
5. Should POST establish standards for physical performance to be utilized by hiring agencies and/or academies?
6. Can academies that desire to do so add performance objectives and/or increase the success criteria and have those changes considered part of POST minimums?
7. Would it be possible to remove the "hours" requirement from the regulation and replace it with the stipulation that in order to pass the basic course the academy or college must be on the performance objective system?

The results of the Consortium Committee meeting should result in a report to the Commission and the Advisory Committee within a two-month period. MOTION CARRIED.

#### PROPOSED REGULATION CHANGE - BASIC COURSE

The Committee believed that reference to the Sheriff's Orientation Course should be deleted, making completion of the Basic Course the requirement for all designated officers.

MOTION by Jim Grant, second by Jerry Lance, that the recommendation be made to the Commission that the proposed Regulation change, Section 1005a, read, "The course of training approved by the Commission is the Basic Course." MOTION CARRIED.

The Committee also believed that the Commission should review Section 15.3(2) of the proposed procedure on Field Training Programs and reconsider whether newly hired officers assigned to "specialized" functions should be covered for peace officer authority.

MOTION by Jerry Lance, second by Jack Pearson, that the following issue be brought to the attention of the Commission: Is the Commission giving authority of peace officer powers beyond the authority they have been granted under the Penal Code. MOTION CARRIED.

#### BASIC COURSE PERFORMANCE TEST - RFP

The Committee was briefed by staff on conceptual issues related to the RFP.

MOTION by Alex Pantaleoni, second by Winston Silva, that the Advisory Committee endorse and approve the RFP concept for presentation at the October 13-14 Commission Meeting. MOTION CARRIED.

#### REQUEST FOR MEMBERSHIP ON THE ADVISORY COMMITTEE

MOTION by Jerry Lance, second by Jack Pearson, that the Advisory Committee recommend to the Commission that the Advisory Committee not be expanded at this time and that the County Personnel Administrators' Association, which represents county personnel only, not be approved for membership. MOTION CARRIED. (Ayes: Pearson, Lance, Doran, Silva, Meese) (Noes: Fradenburg, Caldwell, Rodriguez)

Two basic arguments against approving CPAAC's request for membership were presented by different members:



- CPAAC does not represent City Personnel Directors.
- CPAAC is protective of a "home rule" position and would likely oppose standards setting activities of POST.

**Memorandum****To : POST COMMISSIONERS****Date : September 21, 1977**

George Tielsch *GT. Byurst*  
Chairman  
POST Advisory Committee

**From : Commission on Peace Officer Standards and Training****Subject: CADA PROPOSAL - MINIMUM STANDARDS FOR BASIC ACADEMIES**

In May 1977, the California Academy Directors' Association (CADA) proposed for adoption by the Commission a set of standards for the operation of basic academies. The Commission asked that the proposal be reviewed by the Advisory Committee.

The Advisory Committee reviewed the proposal at its June 1977 meeting. There was consensus that such requirements should not be imposed as rigid standards. There was also concern, however, that no formal guidelines existed for use by the staff in reviewing certification of basic academies. Concern was also expressed as to whether the CADA recommendations met with the approval of all academy directors. Staff agreed to submit a questionnaire directly to the academies.

At its September meeting, the Committee reviewed results of the questionnaire. Approximately 50% (16) of the academies responded. There was strong consensus amongst respondents that the proposal, if adopted, should be adopted as guidelines and not standards. A minority (2 agency academies and 1 college operated academy) questioned the need for adoption of either standards or guidelines.

The Committee took the following action:

MOTION by Jerry Lance, second by Alex Pantaleoni, that the "Guidelines" For Basic Course Academies, proposed by CADA, be used only as "guidelines" for all academies. MOTION CARRIED.

The proposed guidelines are attached.

2. Qualifications - a) Attendance at POST approved orientation within one year of appointment.

b) Participation in periodic POST workshops for training directors and coordinators.

B. Adequate clerical staff

- full-time (equivalent) clerical assistance with primary responsibilities for the academy program.

C. Full-time academy operation

- In-service training activities for most of the year.

D. Program and course evaluation to include:

1. Periodic academy evaluation (self-evaluation and user agencies.
2. Trainee evaluation of curricula and instructional staff.
3. Trainee evaluations provided to law enforcement agencies upon request.

4. Cooperation with POST evaluations to include:

- Consultant audits
- Visitation teams - Agency - Requests
- Special studies on the impact of training

E. Course Maintenance

(e.g., course announcements, rosters, advanced master calendaring, etc.)

F. Maintenance of required records

1. Lesson plans
2. Instructor resumes
3. Trainee evaluations

G. Active use of an Advisory Committee (Agency academies exempt)

II. Instruction

A. Implementation of performance objectives into curricula consistent with time frames required by POST.

B. Adequate student-teacher ratios commensurate with subject matter.

- considerations include safety, trainee comfort program quality.

- C. Adequate number of support staff to counsel, evaluate, and supervise trainees, handle logistical assignments, etc.

Support Staff - (e.g., tactical officers, counselors,  
academy supervisors)

- D. Quality control of instruction

Instructor selection - best available instructors will  
be selected and evaluate on a  
continual basis with documenta-  
tion provided to each instructor.

Updating training - instructor participation in  
periodic POST workshops/courses.

- E. Availability of remedial instruction consistent with established academy standards.

### III. Facilities and equipment

- A. Facility shall be primarily used for police and criminal justice training under the direction of the academy director.
- B. Firearms range available.
- C. Availability of driver training facilities and vehicles.

D. Physical and defensive tactics training facility.

E. Library and/or media center available.

F. Classroom(s) with adequate:

1. Lighting
2. Comfortable furnishings
3. Size
4. Air-conditioned and heated
5. Acoustics

G. Tear gas facilities

H. Office equipment and records storage.

I. Adequate instructional media including:

Individualized self-paced learning aids, props and simulation facilities, projectors, films, chalkboards and other training aids.

J. Secure storage facilities for tear gas, weapons, and ammunition.

K. Supplemental equipment:

Guns, first-aid kits, safety equipment, etc.

L. Adequate office space, restrooms, etc.

M. Photocopy reproduction capability.

**"GUIDELINES" FOR BASIC COURSE ACADEMIES**  
**(As Proposed by the California Academy Directors' Association)**

**Definitions**

1. Academy - training institution (agency or college) certified to present the Basic Course.
2. Academy Director - administrator of academy program.
3. In-service training - courses certified by POST or departmental training courses.
4. Adequate - undefined to take into consideration particular circumstances of each academy. (Further research required)

**I. Program Administration**

**A. Full-time qualified academy director**

1. Full-time
  - equivalent to 100% release time for program supervisory and administrative duties.
  - if assigned to non-in-service training duties, supplemental program coordination required.



# Memorandum

: POST COMMISSIONERS

Date : September 21, 1977

George Tielsch *GT*  
Chairman  
POST Advisory Committee

From : Commission on Peace Officer Standards and Training

Subject: CRIMINAL JUSTICE STANDARDS AND TRAINING CONCEPT

At its July 1977 meeting, the Commission referred this matter to the Advisory Committee for input. The Committee had previously discussed the issue at its June 1977 meeting--members agreeing to determine the formal position of their organizations.

Advisory Committee members reported in September that their associations share a general view of opposition to POST expanding its role to encompass Criminal Justice System elements other than police. The following action was taken:

MOTION by Jack Pearson, second by Wayne Caldwell, that although the Advisory Committee is concerned with the entire Criminal Justice System and the advancement of the system, until the peace officer standards and training reach a level which we feel can facilitate branching out, the Advisory Committee recommends that the Commission not pursue avenues of expansion to anyone other than law enforcement. MOTION CARRIED.

# Memorandum

: COMMISSIONERS

Date : September 14, 1977

From : Commission on Peace Officer Standards and Training

Subject: RESERVE OFFICER LEGISLATION (ASSEMBLY BILL 641)

There has been an expression of concern about the process used to develop Assembly Bill 641 and some confusion about the Commission's subsequent agreement to support the bill. Since I will not be able to attend the Commission meeting, I have put together some information which may clarify what happened.

Attached you will find:

1. A chronology of events and the changes in the gun portion of the bill made by the Legislature.
2. Verbatim transcription of the POST Commission's action on July 29, 1977.
3. Minutes of the final consortium meeting, which include a verbatim transcription of CPOA's original position on the gun portion of the bill.

  
HERBERT E. ELLINGWOOD  
Chairman  
Legislative Review Committee

Attachments

## ASSEMBLY BILL 641

### Chronology of Events

11-29-76 - First POST Problem Solving Seminar

- Agreement that:
  1. Provisions of the bill were satisfactory.
  2. Substantial amendments would be returned to the consortium.
  3. Gun provision could be amended out if it jeopardized the bill.
  4. The bill is a consortium-sponsored measure.

12-08-76 - Commission approved AB 641

2-24-77 - AB 641 introduced by Assemblyman Tom Suitt with gun provisions (Attachment A).

5-02-77 - Passed Assembly Criminal Justice Committee

- Gun provision amended out.

5-25-77 - Passed by Assembly Ways and Means Committee

6-02-77 - Passed Assembly (Ayes 71; Noes 1)

7-29-77 - Action taken by the POST Commission

- Ask the author to return the bill to its original form;
- If he fails to do so, ask for a continuance of the hearing, to be set aside until the Commission has an opportunity to get back to the Problem Solving Consortium who drafted the bill;
- Failing that, the Commission should oppose the bill on the basis of the fact the Commission is not agreed on the full process.

8-01-77 - Assemblyman Suitt amended the bill back to its original form, with gun provision, as requested by the Commission.

8-02-77 - Passed Senate Judiciary.

8-15-77 - Passed Senate Finance Committee.

8-17-77 - Second POST Problem Solving Seminar

- Consortium consensus that:

1. It will support AB 641 as amended on August 4, 1977, in Senate Judiciary (back to original version).
2. The participants understand some difficulties may arise in the Legislature; however, all will work aggressively to keep the firearms provision in the bill.
3. In the event the firearms provision is changed by the Legislators, the consortium will continue to give its support, barring any other substantive amendments, and will encourage it to be signed by the Governor.

8-19-77 - Amended on Senate Floor

- See Senator Song amendments on Attachment B.

8-23-77 - Passed Senate Floor with Song amendments.

8-24-77 - Assembly referred bill to ACJ Committee

- ACJ recommended non-concurrence and suggested amendments in Attachment C.

8-26-77 - Assembly refuses to concur in Senate amendments.

8-31-77 - Conference Committee (Senators Song, Nimmo, and Presley; Assemblymen Maddy, Levine, and Suitt)

- All previous gun amendments were discussed.
- Committee unanimously agreed to amend the bill to delete the previous gun provisions and instead amended existing Penal Code Section 12050. (See Attachment D)
- Major opposition, as expressed by most members of this committee, concerns liability of the State for actions of reserve officers. Legislature wants that liability to rest with chiefs and sheriffs who issue gun permits to reserves.

AUGUST 4, 1977

(Original Version)

(i) A peace officer appointed pursuant to subdivision (a) of Section 830.6, whether or not on specific assignment, if the following requirements are met:

(1) The officer has been certificated by the Commission on Peace Officer Standards and Training.

(2) The appointing authority has determined that the public safety requires this exemption and authorizes the officer to carry concealed weapons.

(3) When the officer is not on duty he or she shall have in his or her possession an identification certificate containing an endorsement by the appointing authority indicating that the requirements of paragraphs (1) and (2) of this subdivision have been met.

AUGUST 19, 1977

(Senate Version)

*(i) A peace officer appointed pursuant to subdivision (a) of Section 830.6 on specific assignment, or while going to or returning from such assignment, if the following requirements are met:*

(1) The officer has been certificated by the Commission on Peace Officer Standards and Training.

(2) The appointing authority has determined that the public safety requires this exemption and authorizes the officer to carry concealed weapons.

(3) When the officer is not on duty he or she shall have in his or her possession an identification certificate containing an endorsement by the appointing authority indicating that the requirements of paragraphs (1) and (2) of this subdivision have been met.

AUGUST 26, 1977

(Assembly Criminal Justice Version)

1. Delete August 19 language regarding "to and from assignment".
2. Amend Penal Code Section 12050 to allow chiefs and sheriffs to grant CCW permits for two years.
3. Require POST to report back to the Legislature in one year regarding recommendations for reserves to carry concealed firearms.



AUGUST 31, 1977

(Conference Committee Version)

1. Delete all previous language regarding gun provisions.
2. Amend Penal Code Section 12050 to provide authority to chiefs and sheriffs to issue three-year gun permits to reserve officers appointed under Section 830.6

Discussion on the bill was introduced and the following motion made:

MOTION - Gates, second - Anthony, that the Commission oppose A.B. 641 unless the gun portion is amended back into the bill.

Ellingwood: I think that from what I have found out, there was no unilateral action on the part of the people who were involved in the consortium. But I do believe that our action, if we take a negative action, is as unilateral, at this point in time, to go out and oppose a bill, as it would be for some other group to go out and oppose a bill. I think it would be better for us to go to the author and ask that it be put back in, and 2) that if it doesn't get put back in, that we ask that it be continued on the calendar until we can get the consortium together and get back to the Commission if the consortium votes to go other than with the gun provision in it. I think this is a tremendously important bill, and we ought to try to work with the author and with the groups to resolve it favorably so that we all come out smelling good rather than having our efforts fractured over this. I am very much in sympathy with what Commissioners Gates and Anthony are saying, and if people have been misled, then we need to exercise our ethical standards so that we don't further that misleading. So I will propose an alternative motion.

Gates: I will withdraw my motion because I don't have any disagreement with what you have just offered, and I certainly, as indicated at the legislative meeting, have no fight or argument with PORAC. That was from information that was made available to us by a very respected individual, and I certainly haven't seen anything to contradict that information offered today, or any evidence that PORAC did anything wrong. I don't think that was the issue. The issue was that it is our bill; the consortium put it in and the author made a change in it without consulting with us, and I think that is a very irresponsible act.

Anthony: I withdraw my second.

Ellingwood: This is my motion, and I ask that you listen very carefully so it won't be misunderstood:

MOTION - Ellingwood, second - Sporrer, motion carried (Noes: Jackson and Kolender) that the Commission take the following action:

1. Ask the author to return the bill to its original form;
2. If he fails to do so, ask for a continuance of the hearing, to be set aside until the Commission has an opportunity to get back to the Problem Solving Consortium who drafted the bill;
3. Failing that, the Commission should oppose the bill on the basis of the fact the Commission is not agreed upon the full process.

Ellingwood: We have time on this. This is not an urgency type of thing. So we will work vigorously to try to resolve this problem.

Jackson: I would like to get something clear in my mind. If, for example, there is no agreement that can be reached at that particular time everybody does their own thing; is that correct?

Ellingwood: No. If there is no agreement, then we will have to come back.

Jackson: If we come back together and there is no agreement on what the outcome is going to be, then POST is going to say . . . .

Ellingwood: We re-evaluate and say whether we are going with, or without the guns.

Gates: That wasn't your motion. Your motion was that you would oppose if there were no guns.

Ellingwood: Yes, we will oppose it.

Anthony: If there is no agreement when the consortium reconvenes, the POST Commission will oppose the bill.

McCauley: At the same token, if the consortium says that the gun thing isn't terribly important, then the Commission will support it?

Gates: That will have to come back for a motion, then.

Anthony: That would be a different position then, if the consortium requested it.

Ellingwood: If there is something there other than the original bill that POST has sponsored, we have to come back to the POST Commission.

McCauley: So, if the consortium says it is OK to leave the gun portion out, you're saying it still has to come back to the Commission?

Kolender: Did we get a consensus of POST regarding the change of our position? By this vote does it mean this bill won't fly as far as we're concerned?

Ellingwood: The author can decide to go ahead and do it all by himself. If he wants to go ahead and pass the bill out, it can be passed out over our objection. Just because we asked him to introduce the bill doesn't mean he has to honor us. If he is going to exercise wisdom, he ought to honor us.

Kolender: What confuses me; I voted for the original bill. I voted to include the guns. It seems to me that the foremost thing we are talking about is the quality of the reserve officers. The guns are a secondary issue. If the sheriffs can issue guns to their reserves, as can police chiefs, then why are we voting to tube a bill that would raise the standards of reserves on an issue of convenience?

Ellingwood: Because the integrity of our process is more important than the bill. That is the only reason we are doing this. I agree with you, I don't think that the gun issue is really important, but there are elements of the consortium that said that it is tremendously important. I think that we have to honor that process. Otherwise there is no reason to have the Problem Solving Seminar.

Gates: My viewpoint is that I am ambivalent about this whole thing, and I really don't think the gun issue is that important, but the key thing is that with the Problem Solving Seminar, we have committed ourselves to group action, and when we start taking unilateral action, then what is to stop another part of that from taking unilateral action the next time we have a problem solving seminar? Maybe we ought to reduce the number of problem solving seminars that we have -- we have tried it in this case, and we are committed until they relieve us of that responsibility

Ellingwood: If it comes back to the Commission, then I would vote with you.

# # #

POST SPECIAL SEMINAR ON ASSEMBLY BILL 641

August 17, 1977

MINUTES

The meeting was called to order at 10:00 a.m. by Herbert E. Ellingwood, Chairman of the POST Legislative Review Committee. Participants included:

Joseph E. Aceto, PORAC  
Richard A. Baratta, PORAC  
Lonnie A. Beard, Sacramento County Sheriff's Department  
Bob Cress, PORAC  
Herbert E. Ellingwood, POST Commissioner  
William R. Garlington, POST Executive Director  
Robert Hailer, San Mateo Police Department  
Jake Jackson, POST Commissioner  
Al LeBas, CPOA and California State Sheriffs Association  
John R. Pearson, PORAC  
Robert Radford, Sacramento County Sheriff's Department  
Raul Ramos, Orange County Sheriff's Department  
James Simmons, Albany Police Department  
Harold Snow, POST Staff  
Donna Brown, POST Staff

The purpose of the meeting was to review Assembly Bill 641 in order to clear up misunderstandings on the provision which would allow reserves authority to carry concealed firearms off duty and to insure the continued support of each association represented in the consortium.

In a letter to the Chairman of the POST Commission dated July 12, 1977, Duane Lowe, President of the California Peace Officers Association, wrote it was the understanding of the CPOA Executive Committee the consortium would not support AB 641 unless the concealed firearms provision were included. He also indicated the support of CPOA, as stated at the November 29 meeting, was contingent upon the inclusion of this provision. The tapes of November 29 were reviewed by the participants. A verbatim transcript of the stated CPOA position regarding the gun amendment is attached.

Al LeBas stated the Executive Committees of both CPOA and the Sheriff's Association recognize that the primary intent of the legislation is to establish training standards for reserve officers and are in support of that concept. They feel that the concealed weapons provision is an important factor which should be supported by the consortium members and be given full consideration through the legislative process. However, in the event this provision is stricken by the Legislature, the bill would still receive support from these associations.

It was the consensus of the consortium that:

1. It will support Assembly Bill 641, as amended on August 4, 1977.
2. The participants understand some difficulties may arise in the Legislature; however, all will work aggressively to keep the firearms provision in the bill.
3. In the event the firearms provision is stricken from the bill, the consortium will continue to give its support, barring any other substantive amendments, and will encourage it to be signed by the Governor.

The author of the bill, Assemblyman Suitt, will be informed of the conclusions reached by the consortium and encouraged to pursue every available avenue to enable the bill to be heard by the full Assembly, rather than in conference committee.

Transcript from Consortium Meeting  
November 29, 1976

Firearms Provision

Herb Ellingwood: Well, let me ask this question. I haven't been over to the Legislature in a couple of years. Would a firearms-- anything dealing with firearms kill this bill?

Walt Colfer: No. I think that we can get both bills ...

Rod Blonien: By putting them together.

Walt Colfer: By putting them together. We talked to CPOA, but we were a support position, not active support, on (SB) 1333. We had no quarrel with it, but we did suggest that it would die in Criminal Justice because it wasn't attached to a training bill and it did, in fact, die in Criminal Justice because, probably, it wasn't attached to a training bill and we feel that you could probably get the best of both the issues in one bill at this time.

Rod Blonien: We would take the position that if the bill did get to Crim Justice and it was going to languish there because of the firearms provision, we would strike the firearms provision if, you know, we were in agreement on the training portion of the bill. I think that's probably the key thing we'd like to get. We'd like to get the gravy with it, though--the firearms thing.

Herb Ellingwood: O. K. Well, with regard to PORAC's current conversation, League of Cities we can't respond to, but on the reserve certificate I don't think we can really talk about that either because this issue hasn't been before POST to my knowledge.

L.

LEGISLATION CHAPTERED OR VETOED IN 1976

CHAPTERED (Effective January 1, 1977, unless otherwise noted.)

<u>Bill</u>	<u>Author</u>	
SCA 20 (Chapter 1174)	Presley	<u>Sheriff: Elected</u> <ul style="list-style-type: none"><li>- Constitutional amendment to require sheriffs to be elected.</li></ul>
SB 36 (Chapter 504)	Cusanovich	<u>Motor Vehicle Records: Peace Officers</u> <ul style="list-style-type: none"><li>- Provides for confidentiality of home address of certain peace officers if requested by peace officer. (Effective July 1, 1978)</li></ul>
SB 56 (Chapter 34)	Presley	<u>Evidence: Rape Prosecution</u> <ul style="list-style-type: none"><li>- Authorizes DA to move to exclude from evidence the current address and telephone number of any rape victim.</li></ul>
SB 79 (Chapter 687)	Nejedly	<u>Authority of Peace Officers in Department of Forestry and Department of Parks and Recreation</u> <ul style="list-style-type: none"><li>- Amends Penal Code Section 12403 exempting all peace officers as defined in Chapter 4.5 (commencing with Section 830) from purchasing, possessing, or transporting any tear gas weapon for official use...</li><li>- Extends authority to close areas to unauthorized persons.</li></ul>
SB 170 (Chapter 709)	Roberti	<u>Personal and Confidential Information</u> <ul style="list-style-type: none"><li>- Regulates State agencies' use and dissemination of records; provides for the confidentiality of defined "personal and confidential information".</li></ul>
SB 364 (Chapter 1093)	Campbell	<u>Tear Gas: Citizens</u> <ul style="list-style-type: none"><li>- Establishes criteria for denial of permits; limits permits to 7 years; sets fees not to exceed \$50 for initial permit and \$25 for renewal.</li></ul>



<u>Bill</u>	<u>Author</u>	
SB 423 (Chapter 108)	Garamendi	<u>Quorum of POST Commission</u> <ul style="list-style-type: none"> <li>- Establishes the majority of members as quorum.</li> </ul>
SB 471 (Chapter 183)	Holmdahl	<u>Custodial Officers of City Jails</u> <ul style="list-style-type: none"> <li>- Provides authority as public officers and mandates training.</li> </ul>
SB 580 (Chapter 938)	Roberti	<u>Employee Records</u> <ul style="list-style-type: none"> <li>- Requires employers to permit employees access to personnel records at reasonable intervals, times and at place of work or made reasonably available.</li> </ul>
AB 641 (Chapter 987)	Suitt	<u>Reserve Officer Training Standards</u> <ul style="list-style-type: none"> <li>- Establishes reserve officer training and selection standards prescribed by POST.</li> </ul>
SB 725 (Chapter 1122)	Smith	<u>Crime Victim Compensation</u> <ul style="list-style-type: none"> <li>- Requires additional \$5 and \$10 penalty assessment on felony and misdemeanor convictions; requires judges to consider, as a condition of probation, restitution be made to victim or to Indemnity Fund.</li> </ul>
SB 781 (Chapter 964)	Sieroty	<u>POST Commission Composition</u> <ul style="list-style-type: none"> <li>- Adds two public members and one educator/trainer; deletes one city and one county elected/appointed official.</li> </ul>
SB 821 (Chapter 220)	Song	<u>D. A.'s Investigators</u> <ul style="list-style-type: none"> <li>- Increases peace officer authority under P. C. Section 830.1.</li> </ul>
SB 888 (Chapter 1219)	Robbins	<u>Sexual Assaults, Examination and Treatment</u> <ul style="list-style-type: none"> <li>- Requires counties with 100,000 or more population to provide professionally trained personnel in the examination of victims of rape and other sexual assaults present or on call at county or general acute care hospitals which provide emergency medical services; requires release of specified data to DOJ; requires State Department of Health to adopt guidelines for treatment of rape or other sexual assault.</li> </ul>

<u>Bill</u>	<u>Author</u>	
AB 1206 (Chapter 1123)	Gage	<u>Crime Victim Compensation</u> - Provisions similar to SB 725.
AB 1434	Gage	<u>Crime Victim and Witness Assistance Centers</u> - Directs OCJP to designate certain public or private agencies as centers.
AB 1569 (Chapter 1073)	Ingalls	<u>Southern California Rapid Transit District</u> - Provides peace officer authority under Penal Code Section 830.4; no POST reimbursement.

VETOED

AB 872	Maddy	<u>Public Safety Officers: Bill of Rights</u> - Extends Bill of Rights protections to other peace officer categories.
AB 1015	Kapiloff	<u>Peace Officers: Confidential Information</u> - Counselor to peace officers not required to divulge confidential information.
AB 1440	Thurman	<u>Public Safety Officers: Bulletproof Vests</u> - Adds bulletproof vests to list of safety equipment required to be supplied by employers.

# Memorandum

: POST COMMISSIONERS

Date : September 23, 1977

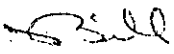
Executive Office

From : **Commission on Peace Officer Standards and Training**

Subject: STANDARDS VALIDATION PROJECT

As of this date, no formal notification has been received from LEAA regarding funding of our project. We have been advised informally, however, that LEAA has approved the allocation of funds, but has not yet resolved grant award procedures. Attached is a letter sent last month urging the LEAA Acting Administrator to resolve the matter.

Work has continued on the statewide job analysis, and questionnaires will be disseminated to participating departments during the first week of October. As of this date, 225 agencies have expressed desire to participate in the project, and 44 have declined participation. A copy of the letter explaining the job analysis project and requesting participation is also attached.

  
WILLIAM R. GARLINGTON  
Executive Director

Attachments

August 30, 1977

James Gregg  
Acting Director - LEAA  
U.S. Department of Justice  
633 Indiana Avenue, N.W., Rm. 1300  
Washington, D. C. 20531

Dear Mr. Gregg:

As you may recall, the California Commission on Peace Officer Standards and Training submitted a proposal for contract with LEAA in December 1976. The contract proposal was for peace officer selection standards validation research.

In May, 1977, POST's proposal was changed to a request for grant funds. It is our understanding that availability of grant funds is dependent upon a decision by LEAA to deobligate funds scheduled for reversion, and that this decision is currently pending in your office.

Our Commission urges you to take action without further delay on this matter. The Commission has been awaiting a decision on funding for more than eight months, and during that period has been hampered in its ability to plan and budget for future work in this area. The Commission would greatly appreciate a prompt resolution of this problem by a decision to either fund or not fund its proposed work.

Sincerely,

WILLIAM R. GARLINGTON  
Executive Director

GEF:gp  
File:

UNITED STATES DEPARTMENT OF JUSTICE  
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
WASHINGTON, D. C. 20531



SEP 21 1977

William R. Garlington, Executive Director  
Commission on Peace Officer Standards & Training  
California Department of Justice  
7100 Bowling Drive, Suite 250  
Sacramento, California 95823

Dear Mr. Garlington:

Your letter of August 30, 1977 to the Acting Administrator of LEAA concerning funding sources for California POST has been referred to this office for response.

As you correctly state, LEAA funding for POST is dependent upon reversion of awarded but unused funds to this Agency. In the current fiscal situation, it has been determined that LEAA's policy regarding the use of these reverted funds needs to be reviewed and, dependent upon the findings of that review, perhaps revised. For this reason, a decision on funding for the POST application would be premature at this time.

I assure you that this policy review will be conducted as expeditiously as possible.

Sincerely,

J. Robert Grimes  
Assistant Administrator  
Office of Regional Operations

cc: Jim Gregg

SEP 23 6 39 AM '77

COMMUNICATIONS SECTION





COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

August 18, 1977

TO: CHIEFS OF POLICE AND SHERIFFS

SUBJECT: JOB ANALYSIS PROJECT

As you will recall from prior correspondence, POST is conducting a statewide analysis of the entry level patrol officer job. On-site data gathering at 31 police and sheriffs departments was completed during June and early July. A comprehensive questionnaire is currently being field tested.

The purpose of this correspondence is to invite full participation of all departments in this job analysis project, and to more fully explain the benefits to be derived from participation.

By participating in the POST project, an agency can complete a reasonably comprehensive job analysis at no cost other than the time of involved personnel. As you know, increasing pressures exist to defend and validate entry level selection standards and tests. This job analysis was not designed to resolve all entry level selection issues; however, it will provide a basis for valid and defensible standards setting in several important areas, and provide preliminary information for work in other areas. The POST job analysis will be of greatest assistance in the areas of reading and writing skills testing, training, and the identification and measurement of attributes.

Participation in the project will also assure availability of job analytic data to enable POST to validate selection and training requirements at the State level. For the first time, solid data will be made available to determine what aspects of the police job are universal and what aspects may be different by type of department, size of department, geographic region, and other factors.

Participating departments will be asked to designate an individual to coordinate the processing of questionnaires and serve as a contact person for POST staff. In larger departments, it will be asked that three patrol supervisors and approximately 10% of the officers assigned to uniformed patrol respond to a questionnaire. In smaller departments, minimum numbers of respondents (up to 100% in very small agencies) will be requested. The questionnaire will take between 1 and 3 hours to complete.

After questionnaire responses are analyzed, representative panels of police command officers will analyze results to establish skills, knowledge, and ability required to perform the identified patrol tasks. The patrol job as

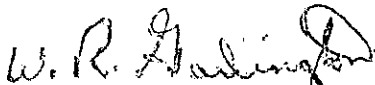
it exists in your agency can then be related to the relevant skills, knowledge, and abilities established through this procedure; or your jurisdiction could elect to individually use the questionnaire results for local determination of skills, knowledge, and abilities.

POST's interests in completing the job analysis are to gather the statewide job data necessary to support its role of establishing valid minimum selection and training standards, and in the process assist individual departments by making the job analysis data available for local use. It is recognized, however, that some departments have already completed or are in the process of conducting a job analysis. Therefore, some administrators may view the commitment of resources to the POST job analysis as a duplication of existing effort. Those administrators should review the scope of previously planned work and consider the statewide benefits to be derived from the POST job analysis.

It is also suggested that administrators make their local personnel officer aware of the POST job analysis. A complete description of the job analysis design is available on request.

In order that POST can plan for prompt distribution of questionnaires to participating departments, it is requested that department heads respond and indicate whether their departments will or will not participate in the POST job analysis project. It is asked that response be made using the enclosed form. Please respond no later than September 16, 1977.

Questions about the project should be directed to Bureau Chief Glen Fine, Dr. John Kohls, or Dr. John Berner at (916) 445-4515.



WILLIAM R. GARLINGTON  
Executive Director

Enclosure .

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>REQUEST FOR CONTRACT - Job Analysis Project</b>		Meeting Date <b>October 13-14, 1977</b>
Division <b>Executive Office</b>	Division Director Approval	Researched By <b>Glen E. Fine</b>
Executive Director Approval <i>W.R. Harrison</i>	Date of Approval <i>Sept. 28, 1977</i>	Date of Report <b>September 27, 1977</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page _____).		

BACKGROUND

Staff has been working for some time on a statewide job analysis of the entry-level patrol officer position. To date, 231 police and sheriffs departments have expressed a desire to participate in the project. It is estimated that approximately 2,750 questionnaire forms with over 500 items each will require data processing and analysis.

ANALYSIS

Computer processing and analysis of questionnaire data is essential for successful conduct of this project. Staff members have identified Research Consulting Service, Inc. of Sacramento as the only logical vendor of data processing services for this project. The firm is the only one known to have programs already written for processing of job analysis data. The firm currently holds sole source contracts with both Selection Consulting Center and Cooperative Personnel Services to perform similar work.

The requested contract would specify that POST will be charged only for direct costs at standard rates already approved by the State Department of General Services. Fifteen thousand dollars (\$15,000) is estimated as the maximum amount required for these services during the current fiscal year.

RECOMMENDATION

Will be forthcoming from the Commission's Standards Validation Committee.



## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>IMPLEMENTATION PLAN FOR AB 641 -- RESERVE TRAINING STANDARDS</b>		Meeting Date <b>October 13-14, 1977</b>
Division <b>Executive Office</b>	Division Director Approval	Researched By <b>Harold L. Snow</b>
Executive Director Approval <i>W. D. Salinger</i>	Date of Approval <b>Sept. 28, 1977</b>	Date of Report <b>September 28, 1977</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page \_\_\_\_\_).

ISSUE:

This is a proposed Implementation Plan for carrying out POST's legal responsibilities under AB 641, relating to reserve training and selection standards.

BACKGROUND:

Assembly Bill 641, by Assemblyman Tom Suitt, was signed by Governor Brown on September 23, 1977, and becomes effective January 1, 1978. The measure enacts a new Penal Code Section 832.6 which requires reserve peace officers appointed after January 1, 1979, to meet selection and training standards prescribed by POST. Commission comment and direction will be necessary throughout the process.

The training standards become operative January 1, 1979. POST has little more than one year in which to develop and adopt standards, certify necessary courses, certificate selected existing reserves, and complete other required or optional activities.

ANALYSIS:

<u>Required Activities</u>	<u>Type of Activity</u>
1. Develop and adopt selection standards	Developmental
2. Develop and adopt training standards	Developmental
3. Certify courses (no POST reimbursement)	Developmental
4. Provide for convenient training to remote areas	Developmental and Ongoing
5. Provide a certificate program for reserves as defined in 832.6(a)(1). (Specify requirements, issue certificates, evaluate or test existing eligible reserves)	Developmental and Ongoing

Required Activities (Continued)

Type of  
Activity

6. Inspect local agencies for compliance with standards

Ongoing

Optional Activities

1. Provide certificates to reserves as defined in 832.6(a)(2) and (3).
2. Establish and levy fees for services.
3. Use proficiency testing to satisfy reserve training standards.

METHODOLOGY AND APPROXIMATE TIME LINE

October 13-14, 1977	-	Staff planning begins
January 1, 1978	-	Employ additional staff as specified in AB 641
January 1978	-	Assemble available data and develop preliminary findings and recommendations.
January 19-20, 1978	-	<u>Commission Update</u>
March 1978	-	<ol style="list-style-type: none"><li>1. Review of preliminary findings and recommendations by appropriate professional organizations.</li><li>2. Review of findings and recommendations by POST Advisory Committee.</li></ol>
April 20-21, 1978	-	<u>Commission Update</u> and Approval of Public Hearing
July 27-28, 1978	-	<u>Review and Approval by Commission</u> (Public Hearing)
August 1978	-	Begin: <ol style="list-style-type: none"><li>1. Notifications to law enforcement agencies</li><li>2. Reserve course certification</li><li>3. Issuance of professional reserve certificates to designated incumbents.</li></ol>
January 1, 1979	-	Implementation completed; submit report to the Legislature; standards become applicable to all reserves appointed after this date.

RECOMMENDATION:

It is recommended this Implementation Plan be approved.

N.3.

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Data Processing Feasibility Study</b>		Meeting Date <b>October 13-14, 1977</b>
Division <b>Executive Office</b>	Division Director Approval	Researched By <b>Lois Willman Gary Maderos</b>
Executive Director Approval <i>W. B. Arlington</i>	Date of Approval <b>9-29-79</b>	Date of Report <b>September 28, 1977</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_).

BACKGROUND

As a result of the preliminary data gathering steps for the feasibility study on the automation of POST's record keeping systems, certain policy issues have come to our attention that require resolution. These policy issues relate to POST record keeping practices and will determine the direction of the feasibility study and ultimately the design of POST's record keeping systems.

After reviewing the current record keeping practices and interviewing key staff and management personnel, certain needs related to the effective management of the POST training program have been identified. These needs dictate the necessity of having complete and current information concerning the training environment. This would enable POST to more accurately plan and control training programs instead of being forced to react "after the fact."

The general needs that have been identified are:

1. The ability to project training needs based on the current employment and training status of regular, reserve and specialized peace officers.
2. The ability to project and monitor reimbursement based upon planned and actual course presentation.
3. The ability to perform training compliance inspections based upon POST employment and training records.

ANALYSIS

Requirements

The extent to which the identified needs can be met is directly dependent upon the following requirements:

1. The timely receipt of personnel transactions for regular, reserve and specialized peace officers identifying appointments, promotions and terminations.

### Requirements (continued)

2. The maintenance of complete and current employment and training records on California regular, reserve and specialized peace officers.

### Benefits

Implementation of the identified requirements would provide the ability to:

1. Plan, approve and/or certify courses based upon identifiable training needs and financial resources.
2. Project financial impact of future training needs in order to determine reimbursement patterns necessary to stay within budgetary constraints.
3. Assist agencies and training institutions in identifying specific training needs for purposes of planning and budgetary considerations.
4. Perform the bulk of training compliance inspections through utilization of POST records, which would significantly reduce the efforts required by both field agencies and POST consultants in conducting these inspections.

### RECOMMENDATION

Approve the following concept:

Should the feasibility study result in an acceptance of a computerized "Law Enforcement Training" data system it will be necessary to adopt regulations which will require the timely reporting of personnel transactions. These would include appointments, promotions and terminations of regular, reserve and specialized officers in the POST program.

Proposed Dates for 1978 Commission Meetings

Exact locations to be determined.

January 19-20, San Diego

April 20-21, Bay Area

July 27-28, Southern California

October 19-20, Northern California (Joint Meeting with  
Advisory Committee)

April 26, 1976

TERMS OF APPOINTMENT OF COMMISSIONERS

	Appointment Date	For Term Ending: (until reappointed or replaced)
ANTHONY, WILLIAM J. Assistant Sheriff L. A. Sheriff's Dept.	3-29-76 (replaces Barton)	9-18-78
ENOCH, LOREN W. County Administrator Alameda County	Re-appointed 1-28-74	9-18-76
GATES, BRAD Sheriff Orange County	4-21-76	9-18-77
HOLLOWAY, KAY Chief of Police Coalinga Police Dept.	3-29-76 (replaces Barrett)	9-18-78
GROGAN, ROBERT F. City Administrator Santa Maria	Re-appointed 10-29-74	9-18-77
JACKSON, JACOB J. Sergeant, Bureau of Field. Operations Sacramento Police Department	4-21-76	9-18-79
KOLENDER, WILLIAM B. Chief of Police San Diego Police Dept.	3-29-76 (replaces Stroh)	9-18-77
MCCAULEY, EDWIN R. County Administrator Monterey County	6-11-73	9-18-75 (replacement's, 9-18-78)
MC INTYRE, DONALD F. City Manager Pasadena	Re-appointed 1-28-74	9-18-76
SPORRER, LOUIS L. Assistant Chief L. A. Police Dept.	3-29-76 (replaces Collins)	9-18-76
ELLINGWOOD, HERBERT E. Assistant Attorney General Representative of the Attorney General (ex officio)		